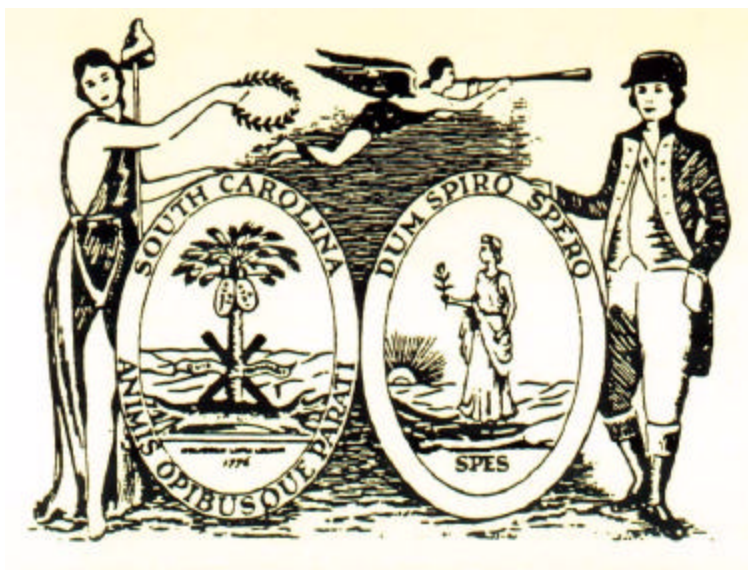


State Vehicle Management Review FY2000



**Presented to
The South Carolina General Assembly
and
The State Budget and Control Board**

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State Fleet Management**

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Executive Summary

Fiscal Year 2000 was a year of continuing development and refinement for the State Fleet. The year saw major developments in the areas of the State Fuel Card, the South Carolina Equipment Management Information System (SCEMIS), and Alternative Fuel Vehicles (AFVs). The universal acceptance of the State Fuel Card has been a boon to the fleet. The promotion of SCEMIS has brought a higher quality of information to State Fleet Management and facilitated the fulfillment of our statutory reporting obligations. Additionally, the wider acceptance of AFVs has kept the State in compliance with federal regulations included in the Energy Policy Act of 1992 (EPAct 92).

Below are the major recommendations from the main body of the Management Review.

SECTION I: ADMINISTRATION

Administrative requirements of the State Fleet Management Program include the assignment of State vehicles; commuting issues; and complaints about the use or misuse of State vehicles. This section covers two main areas of concern: first, the assignment of vehicles, both personal and in motor pools; and second, vehicle use and complaints about misuse of State vehicles.

Area: Vehicle Assignment and Commuting

RECOMMENDATION 1

Agency heads should closely scrutinize all vehicle assignments made to individuals to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act. These assignments should be reported promptly to State Fleet Management in accordance with established procedures.

RECOMMENDATION 2

State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized and, if appropriate, reassign the vehicles to more productive uses, enlarge the size of their respective motor pools, or dispose of the vehicles.

Area: Vehicle Use and Complaints

RECOMMENDATION 3

Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

RECOMMENDATION 4

Agencies should fully investigate all complaints received concerning their vehicles, and should take appropriate corrective action when warranted.

SECTION II: OPERATIONS

Operational requirements of the Motor Vehicle Management Act include the purchase, disposal, identification and operation of State vehicles; fleet safety; maintenance of the statewide vehicle inventory system; and retention of titles for all State vehicles (except school buses and service vehicles owned by the Department of Education and all vehicles owned by the SC Department of Transportation).

The Operations section of the Management Review deals with Vehicle Acquisition, Vehicle Replacement, Fleet Operations, and the State Fleet Safety Program. Here are the recommendations made in each of these areas.

Area: Vehicle Acquisition

COMMENT

Agencies should continue to monitor their vehicle purchases carefully to ensure that unwarranted fleet growth does not occur.

RECOMMENDATION 5

When making new vehicle purchases, agencies should review their fleet composition and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform required tasks.

RECOMMENDATION 6

State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

Area: Fleet Operations

RECOMMENDATION 7

State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are justified, and are in compliance with the Motor Vehicle Management Act.

RECOMMENDATION 8

State agencies should periodically examine the utilization of passenger-carrying vehicles to determine if they meet established utilization criteria.

RECOMMENDATION 9

State agencies should closely examine accident statistics to determine if any collision trends have developed and take the appropriate actions to remedy those situations.

RECOMMENDATION 10

State agencies should rigorously enforce the requirement that all operators of State vehicles take the eight-hour Defensive Driving course and, when needed, the four-hour refresher course, in order to promote safe driving.

RECOMMENDATION 11

State agencies should offer specialized training for drivers when they are required to operate significantly larger vehicles or special purpose vehicles.

SECTION III: MAINTENANCE

Section 1-11-220 of the South Carolina Code of Laws required the development of a comprehensive State Fleet Management Program addressing several areas, including maintenance. Section 1-11-290 requires the Board to promulgate rules and regulations governing the operations of State vehicle maintenance facilities. In response to the general requirement of Section 1-11-220, State Fleet Management developed maintenance policies and procedures applicable to all agencies operating State vehicles.

The Maintenance section of the Management Review deals with these areas: Compliance Review Methods for Maintenance; Maintenance Facility Certifications; the Commercial Vendor Repair Program; Actual Maintenance Costs; Shop Performance Measures; and Other Cost-Saving Measures. Here are the recommendations made for the Maintenance section.

Area: Maintenance Facility Certifications

RECOMMENDATION 12

Agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.

RECOMMENDATION 13

Agency heads should insist that proper reports be submitted showing correct information.

Area: Commercial Vendor Repair Program

RECOMMENDATION 14

Agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.

Area: Actual Maintenance Cost

RECOMMENDATION 15

Agencies should attempt to allocate all direct and indirect shop operating costs through labor and parts charges shown on work orders.

Area: Shop Performance Measures

RECOMMENDATION 16

Agencies should immediately apply flat rate standards, *where possible*, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

SECTION IV: CURRENT DEVELOPMENTS

The Office of General Services State Fleet Management section remains actively involved in several initiatives to ensure compliance with existing or recently enacted legislation. Each project discussed below will have a significant impact on agencies statewide.

The Current Developments section deals with several areas where exciting new developments are taking place at State Fleet Management. These include the State Fuel Card, developments in the area of Alternative Fuels, progress toward a paperless office, and developments in the South Carolina Equipment Management Information System (SCEMIS).

Area: State Fuel Card

In FY99, State Fleet implemented statewide use of a universal fuel card. This fuel card enabled the operators of State vehicles to purchase fuel at almost any commercial fuel location. While there have been some difficulties associated with the transition, the card is a vast improvement over the old system.

RECOMMENDATION 17

State Fleet Management should closely monitor changes in fuel card practices to see that problems are corrected.

Area: Alternative Fuel Vehicles (AFVs)

RECOMMENDATION 18

Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of EPCA 92, and as a minimum order the required number of AFVs in Model Year 2000.

SPECIAL AREA OF CONCERN

It is becoming increasingly difficult for the State to comply with the Alternative Fuel Vehicle (AFV) acquisition requirements mandated in the Federal Energy Policy Act of 1992 (EPA92). The percentage of light duty vehicles that are purchased by the State which must be AFVs, continues to increase annually and will reach 75% by the model year 2001. The types of vehicles that can be procured to satisfy these mandates is severely limited by the absence of fuel infrastructure in South Carolina capable of dispensing alternative fuels. As a related issue, due to the imposition of more stringent air quality standards by the Environmental Protection Agency, South Carolina has reached a condition of air quality non-attainment in some areas during FY99-2000. It is critically important that a coordinated effort to address the development of alternative fuel infrastructure, and the associated availability and use of such fuels, be initiated at the highest levels.

RECOMMENDATION 19

Future solicitations for bids on vehicles should include separate solicitations for Alternative Fueled Vehicles for those vehicle classes covered under EPA92. Efforts to identify sources of alternative fuels should be pursued, and an examination of their usability should be conducted.

Area: Reduction in Paperwork

In FY00, SFM made progress toward reducing the amount of paper consumed in the process of billing our client agencies. The Maintenance and Program Support teams at State Fleet collaborated to scan CVRP invoices into a "soft copy" rather than send copies with every bill. This change in procedure significantly reduced paper handling and also eliminated more of State Fleet's vertical file cabinets.

RECOMMENDATION 20

State Fleet and other agencies should continue to find ways to reduce the amount of paper and other resources consumed when electronic copies of the same information would suffice.

Area: South Carolina Equipment Management Information System (SCEMIS)

SCEMIS, which is offered at no cost to our client agencies, greatly improves the quality of information State Fleet receives to prepare its statutorily mandated reports. The number of client agencies for SCEMIS rose in FY99 after State Fleet hired a full-time staff member to promote and manage the system. However, with all its virtues, SCEMIS is beginning to show signs of age. The State needs to be able to monitor all vehicle management activity in the most efficient way possible.

RECOMMENDATION 21

Agencies not currently using SCEMIS or an approved alternative system should become SCEMIS users.

RECOMMENDATION 22

State Fleet Management should investigate thoroughly the possibilities for expanding, updating or replacing SCEMIS.

History and Introduction

The Budget and Control Board's Division of Motor Vehicle Management was created by Executive Order of the Governor in 1975. The State Fleet Manager was appointed to prepare, promulgate, monitor, and enforce motor vehicle management regulations approved by the Board, and to provide active motor vehicle fleet management and technical assistance to all State agencies. In 1994, the Division was designated as a section of the Office of General Services and the name subsequently was changed to State Fleet Management (SFM).

The Division of Motor Vehicle Management was authorized by statute in Act 644 of 1978 (commonly referred to as the Motor Vehicle Management Act; see Appendix A). This Act assigns the responsibility for developing and administering a comprehensive fleet management program to the Board and addresses the areas of vehicle acquisition, assignment, identification, replacement, disposal, maintenance, operation, and safety. The Act also cites six specific objectives for the Board to achieve through its policies and regulations. These objectives are:

- 1) To achieve maximum cost-effective management of State-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions;
- 2) To eliminate unofficial and unauthorized use of State vehicles;
- 3) To minimize individual assignment of State vehicles;
- 4) To eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of State vehicles;
- 5) To acquire motor vehicles offering optimum energy efficiency for the tasks to be performed;
- 6) And to ensure motor vehicles are operated in a safe manner in accordance with a Statewide Fleet Safety Program.

The Act requires the State Fleet Manager and the State Motor Vehicle Management Council to report annually to the Budget and Control Board and the General Assembly concerning the performance of *each* State agency in achieving the major objectives of the Act. SFM takes several steps in preparation for publication of the Management Review. SFM sends questionnaires to each State agency operating motor vehicles, makes periodic on-site visits to the agencies, and provides, on a continuing basis, guidance and assistance to agency representatives concerning fleet management policies and procedures. However, while most agencies show a desire to maximize the efficiency of their fleets, not every agency takes advantage of the resources State Fleet Management offers in this area. In fact, some agencies fail even to report the most basic information about their fleets.

The Management Review is divided into four sections: Administration, Operations, Maintenance, and Current Developments. A status report for those areas of the State Fleet Management Program applicable to each section is included. Summary data regarding each State agency can be found in Appendix B, compliance levels in Appendix C and vehicle maintenance costs in Appendix I.

Compliance of agencies with the State Fleet Management Program can have a significant fiscal impact on the State. There are measures that SFM and responsible State agencies can take to increase efficiency with regard to the State fleet; some of these measures are discussed in the *Review*. In addition, you will find that many of the recommendations are directed at State agencies. While SFM is responsible for developing and administering a comprehensive fleet management program, the agencies also have responsibility to place a higher priority on fleet management and to abide by the management policies, procedures, and principles of the program. Only a cooperative effort by SFM and other State agencies can meet the goal of achieving cost-effective management of the State fleet.

Section I: Administration

Administrative requirements of the State Fleet Management Program include assignment of and commuting in State-owned vehicles, as well as vehicle use and complaints. These areas of review are addressed in this section.

ASSIGNMENT OF VEHICLES/COMMUTING

State vehicles serve many purposes, and the different types of missions require different types of assignments. Some vehicles are designated for use exclusively by one person, while others are assigned to a motor pool, where individuals can check them out for shorter assignments. These are the assignment types in more detail:

Individual Assignment

One objective of the Motor Vehicle Management Act is to minimize the individual assignment of State vehicles. The Budget and Control Board has developed assignment criteria to determine when an individual assignment should be made. The criteria, established in 1982 through Administrative Regulation 19-603 (later changed to Budget and Control Board Policy Directives) are:

- 1) Travel requirements of an appropriate number of miles as determined by the Board;
- 2) Vehicles required for the individual use of the Governor and statewide elected officials;
- 3) Full-time line law enforcement officers;
- 4) Vehicles essential to the performance of official duties by individuals whose remote location or total official use are such that they preclude shared use;
- 5) Highly specialized vehicles and heavy equipment requiring training or technical skill; and

- 6) Circumstances, as determined by the agency head, which warrant individual assignment in the best interest of the State.

Section 1-11-270 of the 1976 code reads:

“Section 1-11-270. (A) The board shall establish criteria for individual assignment of motor vehicles based on the functional requirements of the job, which shall reduce the assignment to situations clearly beneficial to the State. Only the Governor, statewide elected officials, and agency heads are provided a state-owned vehicle based on their position.

(B) Law enforcement officers, as defined by the agency head, may be permanently assigned state-owned vehicles by their respective agency head. Agency heads may assign a state-owned vehicle to an employee when the vehicle carries or is equipped with special equipment needed to perform duties directly related to the employee’s job, and the employee is either in an emergency response capacity after normal working hours or for logistical reasons it is determined to be in the agency’s interest for the vehicle to remain with the employee. No other employee may be permanently assigned a state-owned vehicle, unless the assignment is cost advantageous to the State under guidelines developed by the State Fleet Manager. Statewide elected officials, law enforcement officers, and those employees who have been assigned vehicles because they are in an emergency response capacity after normal working hours are exempt from reimbursing the State for commuting miles. Other employees operating a permanently assigned vehicle must reimburse the State for commuting between home and work.

(C) All persons, except the Governor and statewide elected officials, permanently assigned with automobiles, shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs must not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.”

This year, agencies reported 4,019 permanently assigned vehicles (2,493 law enforcement and 1,596 other), an increase of 263 (6.5%) over those reported in FY99. Reports from agencies on the number of individuals authorized to commute indicate that this number also increased to 2,887, a rise of 352 (12%) from those reported in FY99. These increases go against the basic guidelines of the South Carolina Motor Vehicle Management Act and are contrary to the principles State Fleet Management promotes.

Recommendation 1: Agency heads should closely scrutinize all vehicle assignments made to individuals to ensure they are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act. These assignments should be reported promptly to State Fleet Management in accordance with established procedures.

Motor Pool Assignment

The most inefficient use of a fleet vehicle generally occurs when it is assigned for the exclusive use of one individual. Conversely, the most efficient use of a vehicle generally occurs when it is pooled for the use of many persons. In FY00, 15.5% (2,593) of the State fleet was pooled. This represents an increase in efficiency over FY99, when the figure was only 13.1 percent. At the same time, however, permanent assignments also rose from 18.9% of the fleet in FY99 to 24.1% in FY00. Appendix B shows the size of various agency motor pools.

Program or Section Assignment

The remaining 68% of the fleet, while not assigned to one individual for exclusive use, may be reserved for the use of only one section, or two or more individuals, or may be restricted in use due to the task specific design of the vehicle.

Recommendation 2: State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized and, if appropriate, reassign the vehicles to more productive uses, enlarge the size of their respective motor pools, or dispose of the vehicles.

VEHICLE USE AND COMPLAINTS

The Motor Vehicle Management Act directs the Budget and Control Board to eliminate unofficial and unauthorized use of State vehicles. To accomplish this objective, the Board has issued directives regarding vehicle use, provided examples of authorized and unauthorized use, and developed a complaint process by which the public can submit complaints alleging misuse of State vehicles.

Figure I.A summarizes the complaints received by SFM from FY95 through FY00. After a sharp spike in the number of complaints received in FY99, complaints dropped off steeply in FY00. One might hope that this decrease shows the reversal of a long-term uptrend in vehicle complaints. One might also assert, however hopefully, that the implementation of the South Carolina State Fleet Safety Program is responsible for the downturn in citizen documentation of vehicle abuse. Once again, however, speeding complaints continue to dominate reports, representing 19 (46%) of the 41 complaints received.

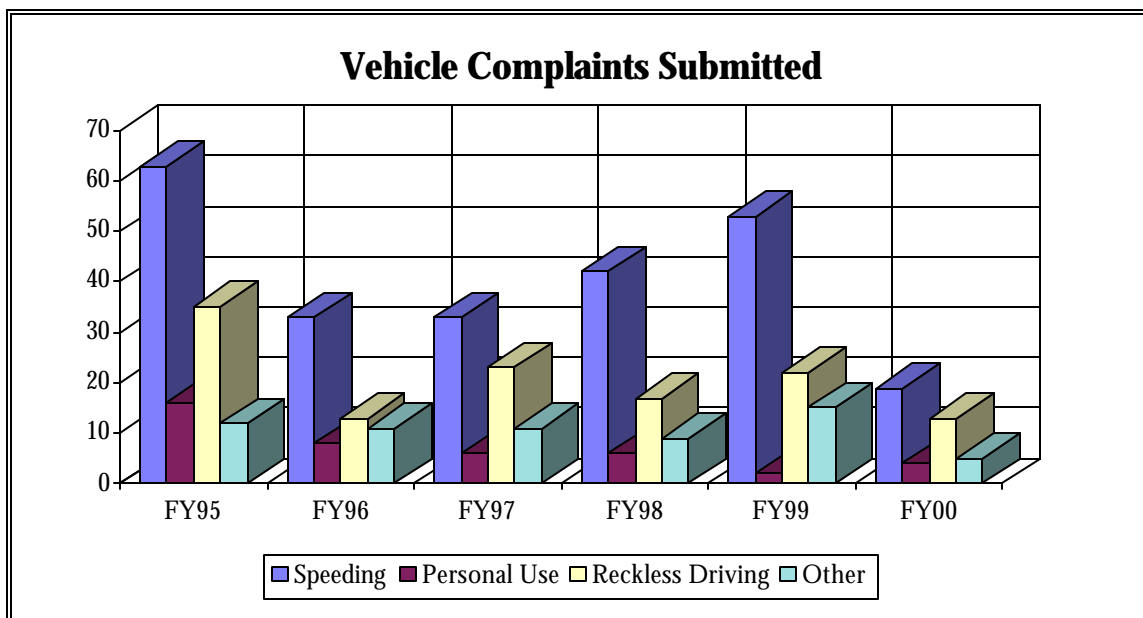


Figure I.A

When SFM receives a complaint, it forwards a letter and a form detailing the complaint to the head of the agency responsible for the vehicle cited. The letter asks the agency head to investigate the complaint and notify SFM in writing of the results. While some

agencies are diligent in their investigations, others are less than enthusiastic about following up.

It is important that agencies fully investigate complaints. As public servants, it is incumbent upon State agency directors to hold their employees accountable for their actions, especially when it is determined that the employees did not conduct themselves in a professional manner. Since State employees make convenient targets for public scorn, it is vitally important that they observe the law and policy when operating highly visible State vehicles. For many citizens, the only time they see State employees is while the employees are driving State vehicles. Disregard for law and policy serves only to create a negative public perception.

Recommendation 3: Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

Recommendation 4: Agencies should fully investigate all complaints received concerning their vehicles, and should take appropriate corrective action when warranted.

Section II: Operations

Operational requirements of the Act include the purchase, disposal, identification and operation of State vehicles, fleet safety, maintenance of the statewide vehicle inventory system and retention of titles for all State vehicles (except school buses and service vehicles owned by the Department of Education, and all SC DOT vehicles). Each of these areas is addressed in this section.

VEHICLE ACQUISITION

The Motor Vehicle Management Act prescribes the following requirements that affect the acquisition and disposal of State-owned vehicles.

- Sect. 1-11-220 (a.) “to achieve maximum cost effectiveness [sic] management of State-owned vehicles....”
- Sect. 1-11-220 (e.) “to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.”
- Sect. 1-11-310 “The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated life-cycle costs.”

PURCHASING CYCLE/PROCEDURES

Each year, the Office of General Services solicits bids from vehicle dealers for contracts on many different classes of motor vehicles. State contracts are binding and are mandatory for all State agencies and optional for all political subdivisions (city, county and regional governments) when making vehicle purchases.

The cycle begins in July, when the State Vehicle Specifications Committee reviews existing specifications for each class of vehicles. All technical specifications, including optional equipment to be included on vehicles ordered are reviewed and adjusted as necessary. Once technical specifications have been revised and approved by the

Committee, the Materials Management Office distributes these, along with Invitations to Bid, to prospective vendors located throughout the State.

Bids are received and evaluated and contracts are awarded in September and October. Contracts for large vehicles (those vehicles over 10,000 GVW) are awarded to those vendors who submit the lowest bid within class. However, contracts for vans, light trucks, and sedans are awarded for those vehicles, within class, which have the lowest anticipated life-cycle costs.

Once contracts are awarded and published, eligible entities begin to submit their orders for new vehicles. Cities, counties and other eligible entities submit purchase orders directly to the appropriate vendors. State agencies, other than Department of Education school buses and service vehicles, must submit purchase orders to State Fleet Management, which ensures that the orders are in compliance with applicable policies. SFM amends and/or approves the orders, and forwards them to the appropriate vendor. Several issues concerning vehicle acquisitions are discussed below.

SIZE OF STATE FLEET

In FY 2000, the State fleet consisted of 21,284 vehicles (including school buses and service vehicles operated by the Department of Education), with an acquisition value of over \$160 million. The number of vehicles in the State has risen in small increments from FY97 through FY00 (see Appendix F, Analysis of Fleet Growth). In FY00, the State purchased 2,285 vehicles at a cost of \$48,778,319.43. Individual agency vehicle purchases, categorized by source of funds, are shown at Appendix D.

Of a total of \$48,778,319.43 spent for vehicles in FY99, 30.4% (\$14,869,807.97) came from State appropriated funds. The remaining 68.6% came from either Federal funds or other funds, or from a combination of the two.

To discharge its legislative mandate to “...achieve maximum cost-effectiveness [sic] management of State-owned motor vehicles...,” SFM has the responsibility of ensuring that State agencies have an adequate, but not excessive, number of vehicles in their respective fleets. Orders for new vehicles must be accompanied by a Request to Dispose of an existing State vehicle. This procedure was designed to preclude unwarranted fleet

growth. Written justification must accompany orders for fleet additions. Acceptable justifications for additional vehicles include:

- Program growth
- New mission
- New employees

Additionally, agency directors are required to certify that the agency has no existing vehicles available to reassign to meet the new requirement. Vehicles designated for disposal must meet age/mileage criteria established by SFM (Appendix E).

Comment: Agencies should continue to monitor their vehicle purchases carefully to ensure that unwarranted fleet growth does not occur.

COMPOSITION OF STATE FLEET

SFM has developed several policies and procedures designed to ensure that State agencies “...acquire motor vehicles offering optimum energy efficiency for the tasks to be performed,” while complying with Federal mandates on Alternative Fuel Vehicles. This legislative mandate implies that agencies should purchase smaller, more fuel efficient vehicles, as long as these vehicles can adequately perform their intended mission.

In the acquisition process, State Fleet Management converts EPA fuel mileage estimates to a “Life Cycle” monetary figure in order to assign a weighted advantage to fuel efficient vehicles. SFM purchases vehicles with the lowest anticipated life cycle costs **within class**. SFM has a long-standing policy that existing vehicles must be replaced with vehicles of equal or smaller size. Requests to increase the size of replacement vehicles must be fully justified by agency directors.

In the Energy Conservation and Efficiency Act (ECEA) of 1992, the General Assembly mandated that the Standard Fleet Sedan/Station Wagon be a compact model, with the Special Fleet Sedan/Station Wagon to be an intermediate model. The Assembly expressly forbade the purchase of full-size sedans or station wagons for non-law enforcement use (with certain exceptions). Accordingly, SFM removed these types of vehicles from the State contract listing effective with the 1993 model vehicles. This

action has “downsized” the agency non-law enforcement sedan/station wagon fleets over time. Appendix G shows a detailed listing by agency of the size and composition of the State sedan/station wagon fleet as of June 30, 1999. Close examination of this information reveals that several agencies still have a disproportionate number of full-size sedans/station wagons in their fleets.

Recommendation 5: When making new vehicle purchases, agencies should review their fleet composition and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform required tasks.

OPTIONAL EQUIPMENT

To ensure that State funds are not spent unnecessarily, the State Vehicle Specifications Committee annually reviews the equipment that should be bid as “standard” on the various classes of State vehicles. This equipment is recommended to the State Fleet Manager, who decides what should be included as standard on the vehicle. While this “standard equipment” varies widely between classes of vehicles, the following items are considered “standard” on State-owned passenger-carrying vehicles:

- | | |
|---|---|
| <input type="checkbox"/> Air conditioner | <input type="checkbox"/> Tinted glass |
| <input type="checkbox"/> AM/FM stereo radio | <input type="checkbox"/> Rear window defogger |
| <input type="checkbox"/> Power brakes & steering | <input type="checkbox"/> Automatic transmission |
| <input type="checkbox"/> Power door locks | <input type="checkbox"/> Cruise control |
| <input type="checkbox"/> Intermittent windshield wipers | |

If the agency certifies that other optional equipment is required for the employee to perform his or her duties, and submits appropriate justification, this additional optional equipment may be paid for with agency funds. If the equipment is for the convenience of the employee, it may be approved, provided the employee pays for it in advance with personal funds.

While most agencies comply with the limitations placed on the purchase of optional equipment, some do not. The most frequently ordered additional equipment includes:

- ☐ Larger engines

☐ Power windows and seats

☐ Cassette players

Non-essential optional equipment purchases increased from 584 items costing \$107,960.89 in FY99 to 580 items costing a total of \$132,762.48 in FY00.

Recommendation 6: State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

VEHICLE REPLACEMENT

SFM developed a fleet cycling policy (see State Vehicle Replacement Criteria at Appendix E) which is designed to ensure that the State fleet is managed in the most cost-effective manner possible. Vehicle replacement criteria were reexamined in FY96, and a quantitative regression analysis showed that the life cycle of several classes of vehicles could be extended. This extension was affected by:

- Significant price increases for new vehicles
- Better agency preventive maintenance programs
- Improved quality of new vehicles

The cycling policy is flexible, and adherence to it is largely dependent on each agency's funding status in any given year. Also, if a vehicle is declared excess to State agency requirements, early disposal is an option.

FLEET OPERATIONS

The provision of fleet management expertise and advice to State agencies is one of the primary responsibilities of SFM. Several fleet operational areas are addressed below.

VEHICLE IDENTIFICATION

One objective of the Motor Vehicle Management Act is to eliminate unofficial and unauthorized use of State vehicles. It is an axiom within the governmental fleet management profession that one of the primary deterrents to unauthorized use is that vehicles be clearly marked as government property.

The Motor Vehicle Management Act provides that “...all State-owned motor vehicles [be] identified as such through the use of permanent State government license plates and either State or agency seal decals.” The Act further provides that the following types of vehicles may be exempted from these identification requirements:

- Those vehicles operated by law enforcement officers engaged in undercover law enforcement work.
- Those vehicles carrying human service agency clients in those instances in which the privacy of the client would be clearly and necessarily impaired by identification of the vehicle.
- Those vehicles exempted by the Budget and Control Board.

SFM has established controls to ensure that only appropriate vehicles are exempted from the above identification requirements. Agencies seeking exemption from the State government license plate requirement (and by definition from the State seal identification requirement) must complete SFM Form 1-79, which must be signed by the head of the requesting agency. Those exemptions sought under the law enforcement provision are reviewed by the Chief, State Law Enforcement Division (SLED), who recommends approval/disapproval to SFM. Those seeking exemption under the other two exemption provisions send their requests directly to SFM. In all cases, the State Fleet Manager, acting for the Board, makes the final decision concerning exemption from the SG license plate requirement.

There are cases in which the display of an SG plate is acceptable, but not display of a State or agency seal decal. These cases must fit one of the three exemption criteria described above. Agencies wishing to exempt vehicles from the seal identification requirement must complete SFM Form 7-84 and forward it directly to the State Fleet Manager for consideration. The vast majority of State-owned vehicles are marked with both the State government license plate and a State or agency seal decal. Of the 21,284 State vehicles reported in the 2000 Management Review questionnaires, 14,630 carried the SG license plate. Additionally, 1,060 Highway Patrol vehicles carry the “HP” license plate and another 149 bear the “STP” plate. The remaining vehicles are either confidential tags or school buses.

The following table shows the most frequent justifications for non-SG (“Confidential”) plates and exemptions from the State or agency seal decal identification requirement:

Identification Exemptions				
	Law Enforcement	Human Service	Other	Total
Confidential Tag	1,053	6	111	1,170
Seal Exemption	8	4	22	34
TOTALS	1,061	10	133	1,204

Table II.A

Total Identification Exemptions increased from 1,199 in July 1999 to 1,204 in June 2000. However, the figures in Table II.A do not reflect seal exemptions from the Department of Social Services. DSS last updated this information with State Fleet in 1994; since that time, the agency has failed to respond to State Fleet’s requests for this information.

Recommendation 7: State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are justified, and are in compliance with the Motor Vehicle Management Act.

VEHICLE UTILIZATION

The issue of vehicle utilization is closely related to the assignment practices discussed in Section I. SFM estimates that effective utilization of a passenger- carrying vehicle occurs when a vehicle accrues 1,200 miles per month (14,400 miles per year). Mileage alone is only one indicator of the need for a vehicle. There are many cases where vehicles will not accrue many miles but are, nevertheless, necessary (for example, a university building utility vehicle). However, mileage is a *rough indicator* of the need for a passenger-carrying vehicle.

In 1993, the Legislative Audit Council (LAC) found that:

“...329 (27%) of 1,198 permanently assigned vehicles we analyzed do not meet DMVM minimum annual mileage criteria for assignment.” “...408 (15%) of 2,731 motor pool and office vehicles we analyzed do not meet DMVM annual mileage criteria.”¹

In response to this LAC finding, a statewide committee, chaired by State Fleet Management, developed utilization criteria (Appendix M) keyed to both mileage and frequency of use.

Recommendation 8: State agencies should periodically examine the utilization of passenger-carrying vehicles to determine if they meet established utilization criteria.

STATE FLEET SAFETY PROGRAM

The State Fleet Safety Program was established in March 1987 to comply with Section 1-11-340 of the Motor Vehicle Management Act. The purpose of the program is to “**minimize the amount paid for rising insurance premiums and reduce the number**

¹ South Carolina Legislative Audit Council, A Review of State Government Motor Vehicle Resources, April 1993

of accidents involving State-owned vehicles.” In February 1992, the Board approved two major new provisions that require law enforcement agencies to provide written guidelines and training programs regarding operation of emergency vehicles, and allow agencies more flexibility in imposing periods of suspension for repetitive “at fault” State vehicle accidents. The program contains five major provisions. The following is a summary of each of the provisions:

QUARTERLY ACCIDENT SUMMARY REPORT

All agencies are required to submit quarterly Accident Summary Reports. Most agencies submit their reports as required. During the first two years of the program, the number of accidents reported rose over 10% each year. The large increases resulted primarily from improved reporting requirements. The State Fleet’s Accident Frequency Rate from FY91 to FY00 is shown in Figure II. B. Individual agency accident data from FY98 is shown at Appendix J.

A close examination of SFM collision statistics reveals an interesting trend: a disproportionate number of collisions in which the State driver was at fault occurred in 15-passenger vans. While only 26% of the SFM leased vehicle fleet is composed of vans, they were involved in over 45% of the “at fault” collisions. This trend clearly shows a need for additional training for employees who operate vans on a regular basis.

Recommendation 9: State agencies should closely examine accident statistics to determine if any collision trends have developed and take the appropriate actions to remedy those situations.

ACCIDENT REVIEW BOARDS

All agencies are required to operate an Accident Review Board (ARB). While most of the agencies have implemented an ARB of some type, the quality of reviews ranges from those which meet all the requirements of the Fleet Safety Program to informal ARBs composed of one or two employees who occasionally review accidents occurring in their agencies. Agencies’ ARBs have the discretion to find drivers at fault and determine corrective actions to be taken in consideration of their own agency’s environment.

Therefore, there are variations among agencies in the imposition of penalties and recommended corrective actions.

The Budget and Control Board has issued guidelines regarding the responsibilities of an Agency Accident Review Board, as well as the minimum corrective actions that are recommended to be taken under varying circumstances. Where agencies provide the maximum management support to the ARB process, the Fleet Safety Program is significantly enhanced.

DRIVER SELECTION AND SCREENING

Approximately 47% of the agencies have established procedures to annually screen the Motor Vehicle Records of all agency employees who have occasion to drive State-owned vehicles. Many agencies are finding through the screening process that some employees are operating State vehicles without a valid driver's license. The State has a responsibility to ensure that its drivers are licensed. Failing to keep unlicensed drivers from driving State vehicles puts the State at risk in the event of accidents involving those drivers.

PREVENTIVE AND REMEDIAL DRIVER TRAINING

During the first three years of the program, emphasis was placed on the 8-hour driver training course. However, the program provides for employees to participate in a 4-hour refresher course every three years once they have completed the initial 8-hour course. There should be a significant increase in the number of employees attending the 4-hour refresher course; however, this is not occurring. The lack of certified instructors and training resources in some agencies for the 4-hour refresher course appears to be the primary reason. Agencies which have their own instructors have kept pace with the need to train employees, while those without their own instructors have not. Several agencies lacking the necessary in-house training assets have discussed ways to supplement their training programs. This initiative is expected to lead to an increase in driver safety training in future years.

Recommendation 10: State agencies should rigorously enforce the requirement that all operators of State vehicles take the eight-hour Defensive Driving course and, when needed, the four-hour refresher course, in order to promote safe driving.

It is very important that any training program address the needs of State agencies. After examining the SFM statistical data for FY00, a trend was discovered that revealed a disproportionate number of van collisions. To address this need, those who must drive vans should receive special training before they get behind the wheel.

Recommendation 11: State agencies should offer specialized training for drivers when they are required to operate significantly larger vehicles or special purpose vehicles.

SAFE DRIVING INCENTIVE AWARDS PROGRAM

The Fleet Safety Program provides for both employee safe driving awards and agency awards. The employee safe driving awards program has shown remarkable growth. The award was presented to 435 employees in 1986 as compared to over 2,000 in each of the last eight years. The 2,747 employees who received awards for 2000 came from 19 agencies participating in the program. While participation is recommended, it is not required under the Fleet Safety Program. Obviously, as evidenced by the increase in recipients between 1986 and 2000, participation in this program is increasing.

Agency awards are given to the best large, medium and small-size agencies, as well as to the most improved agency. The awards are presented to those agencies that have been the most effective in administering the State Fleet Safety Program. Competition for the agency awards is increasing, especially among those agencies that are taking a proactive approach to vehicle safety. Winners of the awards this year were:

- **Most Improved Agency:** Department of Health and Environmental Control
- **Best Large Agency:** South Carolina Forestry Commission
- **Best Medium Agency:** Public Service Commission

- **Best Small Agency:** South Carolina State Library

The State Fleet Safety Program has made significant progress toward achieving the established objectives, and results in significant savings to the State. The State fleet traveled 177,492,000 miles during FY00 and experienced an Accident Frequency Rate (AFR) of 6.35 accidents per million miles.

It is interesting to note that during FY00 1,743 State employees successfully completed the Defensive Driving Course or the Driver Improvement Program.

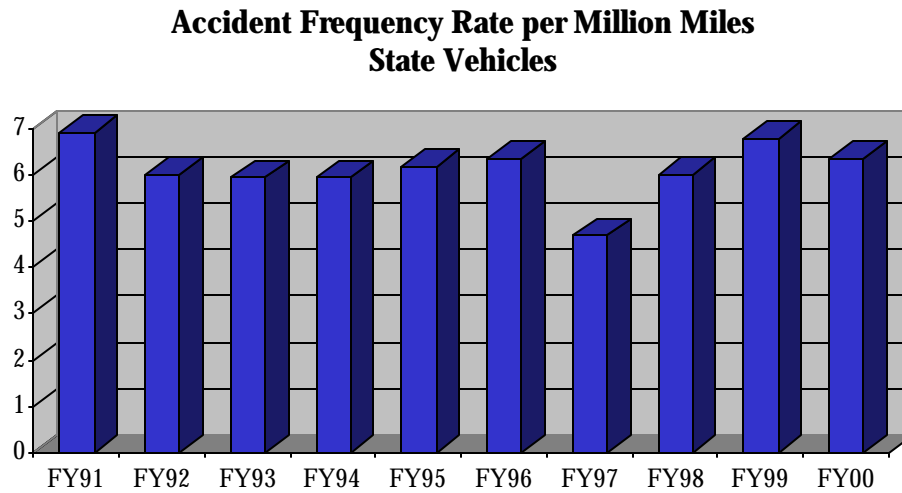


Figure II.B

Section III: Maintenance

Section 1-11-220 of the SC Code of Laws required the development of a comprehensive State Fleet Management Program addressing several areas, including maintenance. Section 1-11-290 requires the Board to promulgate rules and regulations governing the operation of State vehicle maintenance facilities. These statutory areas (rules and regulations) were established to include provisions for:

- Purchasing of supplies and parts;
- An effective inventory control system;
- A uniform work order and record-keeping system assigning actual maintenance cost to each vehicle;
- Preventive maintenance programs for all types of vehicles;
- Cost-effective facility operations; and
- Shop Safety.

In response to the general requirement of Section 1-11-220, SFM developed several maintenance policies and procedures applicable to all agencies operating State vehicles, *regardless of whether the agency had its own maintenance facility*.

In June 1985, the General Assembly adopted regulations 19-630 through 19-633 to ensure that agencies *operating State vehicle maintenance facilities* were complying with the minimum requirements of the Act. South Carolina Budget and Control Board Policy Directives Subarticle 2-1 through 2-4 have now replaced these regulations. These regulations directed the development of a manual for the operation and certification of all State vehicle maintenance facilities. SFM developed a manual and, before publication, circulated it through agencies owning maintenance facilities. This manual is referred to as the “South Carolina Maintenance Facility Certification Program.”

COMPLIANCE REVIEW METHODS FOR MAINTENANCE

SFM reviews State agencies for maintenance compliance (maintenance of State vehicles and operation of State vehicle maintenance facilities) in one of two ways:

- Agencies *not operating maintenance facilities* are reviewed during the annual Management Review process. SFM conducts this review by questionnaire.
- Agencies *operating State vehicle maintenance facilities*, which must also comply with the requirements of the South Carolina Maintenance Facility Certification Program, are scheduled for review at various times throughout the fiscal year. The agencies are reviewed through one of the following methods.

On-site reviews for:

- All facilities that received a rating of **borderline meets** or **unsatisfactory** the prior year.
- All other facilities not receiving a rating of **meets** or **outstanding** for the last three years. This will include any new facility.
- Other facilities where the shop supervisor has changed since the last on-site review.
- Each year, at least one third of the remaining facilities (randomly selected) will receive an on-site review.

Review via questionnaire for:

- Facilities not included in on-site reviews

Facilities that meet the requirements of the program may continue operation. If a facility fails to meet program standards, the Board may withdraw the facility's certification and/or take other action.

MAINTENANCE FACILITY CERTIFICATIONS

Agencies with Maintenance Facilities

During FY00, a total of 87 (98.8%) of the 88 facilities were re-certified. (See Figure III.A). SFM conducted 46 on-site reviews, while 42 facilities were certified via the questionnaires. No courtesy

reviews were conducted.

Appendix H shows the ratings issued during the on-site review for each facility. One

Department of Transportation

facility, Sumter County

Maintenance Facility, was

found unsatisfactory. The

framework of the review

process is shown above.

Facilities certified through the

questionnaire method are not

rated in every area; however, if

questionnaire responses

indicate no significant changes in

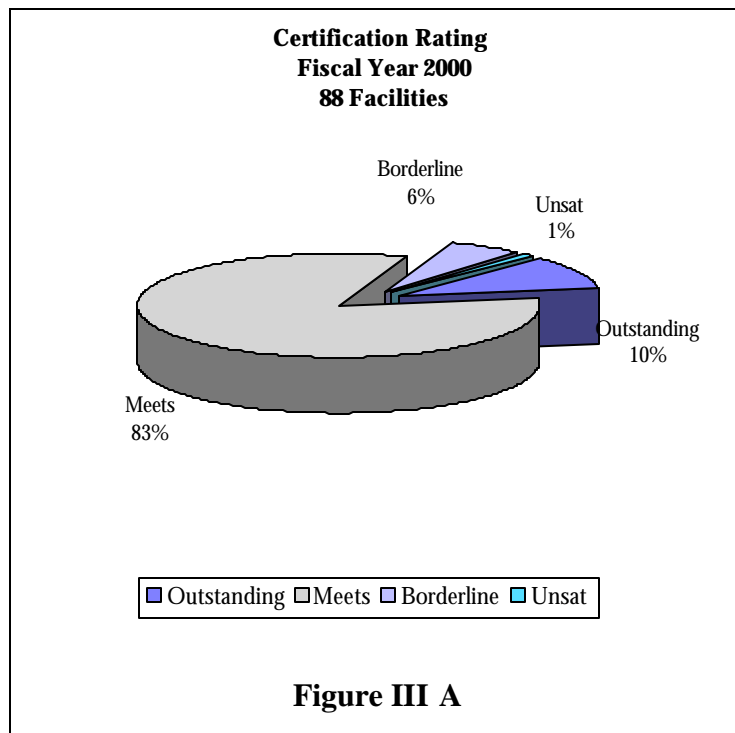
procedures since the last on-site

review, a “meets”

(satisfactory) rating is granted.

During FY00, a record nine facilities were awarded **Outstanding Maintenance Facility Certifications**. The facilities receiving this outstanding award are:

- **Clemson University** - Main Facility.
- **Clemson University** - Simpson Experiment Station.
- **Department of Transportation** – Cherokee County Maintenance Facility.
- **Department of Transportation** – Dorchester County Maintenance Facility.
- **Department of Transportation** – Greenwood County Maintenance Facility.



- **Educational Television Network** – Maintenance Facility.
- **Forestry Commission** – Walterboro Maintenance Facility.
- **Department of Mental Health** – Crafts-Farrow Maintenance Facility.
- **B&CB – OGS** - State Fleet Management Central Transportation Maintenance Facility.

For a facility to receive an overall rating of outstanding (exceeds requirements), it must have received an on-site review with no prominent violations. The facility must have detailed maintenance records with excellent audit trails and a clean and safe working environment, and the personnel must show a sense of pride in the performance of their mission.

Some of the most common problems found in each area during FY00 are listed as follows.

Work orders and record-keeping

- Vehicle mileage was not recorded on numerous work orders
- The work orders were not being promptly recorded on the Work Order Register.
- The Supply Specialist was filling out a “dummy” Work Request Form in advance (a month) on vehicles scheduled for PM services during the listing and ordering the parts that were going to be placed on the vehicle during the PM service. The parts were not posted to the inventory.
- The Technician Worksheets were not being filled out by the technicians.

Inventory control

- Error rates in the sampled inventory over twenty percent (20%).
- Whiteout correction fluid was being used on Stock Record Cards.
- The parts storage area was crowded and disorganized making parts hard to locate.
- A random sample of Supply Depot invoices revealed that parts received from the depot were not always posted as received to the parts inventory.

- The issue of parts from inventory was not always recorded on the Stock Record Cards once the part was removed from the inventory.

Purchasing of parts and supplies

- Maintenance facility personnel not using the State Contract for Miscellaneous Vehicle/Automotive Replacement Parts or personnel not verifying prices to ensure the State was receiving the correct discounts.
- A procedure was not being used to indicate where a part (purchased or rebuilt) was placed when received.
- One agency allowed vehicle operators to purchase parts for their vehicles and replace them or in some cases take them to a state facility for replacement where the only charge was for labor. The parts were not charged to the vehicles and audit trails were lost.

Preventive Maintenance

- Preventive maintenance or lubrication services not performed within the agency's or manufacturer's guidelines (over 15% error rate is cause for failure in this area).

Cost-effective Facility Operations

- The charges on work orders were not covering the agency cost of operating the facility. In many cases the labor hours charged to work orders would not justify a technician, and in others cases the labor rate charged per hour was so low that only a portion of agencies costs were shown.

Safety

- Unkempt and very disorganized facility.
- Material Safety Data Sheets (MSDS) could not be located for chemicals being used in the facility.
- There was no load limit sign posted in the appropriate location.
- Instead of a ladder or stepstool, a homemade bench was being used in the parts room for climbing. The bench was likely to tip over.

AGENCIES WITHOUT MAINTENANCE FACILITIES

In July 1988, SFM notified all agencies owning vehicles that effective January 1, 1989, they were to implement and maintain cost per mile (CPM) data according to a published formula. The maintenance part of the management review questionnaire for FY00 addressed many maintenance related issues. Some specific questions addressed were:

- Time and mileage intervals for preventive maintenance;
- engine oil changes by type of vehicle;
- if current procedures incorporate a method by which previously applied parts or repairs could later be identified by component and type of vehicle;
- the current type of management information system, and if it enabled the agency to maintain Maintenance Cost Per Mile (MCPM) by vehicle and by category of vehicle;
- actual funds expended for maintenance by vehicle type;
- and where vehicles were taken for maintenance and repair services.

Agencies generally reported having their vehicles repaired and serviced commercially, by another state-owned maintenance facility or by their own maintenance facility. Agencies that do not service their vehicles in-house or use another state-owned facility should use the Commercial Vendor Repair Program (CVRP). This program not only saves money but also provides a means to receive reimbursement or extended warranty from manufacturers. A full explanation detailing the benefits of the CVRP is presented later in this section.

Most agencies are performing their maintenance and lubrication services in accordance with the published guidelines. However, for those agencies that are not performing the **PM services** in accordance with the guidelines shown below, they must start doing so.

One agency reported changing engine oil at 20,000 mile intervals simply because they were using synthetic oil. Contrary to what some oil sales people might claim, the vehicle manufacturers have not approved extended oil changes just because synthetic oil is used. An Oil Analysis Program must be initiated if intervals are extended well past the manufacturers' recommendations.

All vehicle manufacturers recommend service intervals that will ensure the vehicle is serviced at a regular interval, by either months or mileage, whichever comes first. They usually will recommend one of two intervals, Severe Service or Normal Service, based on the way the vehicle is operated or the conditions in which the vehicle is operated. Over-maintaining a vehicle can be as expensive as under-maintaining. Managers must be aware of the intervals and choose the one that will ensure that components are not wearing prematurely because of the lack of service.

Recently, some manufacturers have extended the recommended time interval between maintenance to 12 months instead of six. Most manufacturers, however, still recommend six to twelve months or 5,000 to 7,500 miles, whichever comes first, for cars and light vehicles operating under normal conditions.

In order to standardize the Preventive Maintenance (PM) intervals recommended by manufacturers, SFM will change the time interval for the **normal service** to 12 months or 5,000 miles or instead of the current 6 months time interval. The State PM interval for vehicles in **severe service conditions** (police sedans, delivery vehicles etc.) is 3 months or 3,000 miles but no later than 4,000 miles. The PM module in SCEMIS will be rewritten to include this change. For those using SCEMIS it is recommended that you wait for this change to take place so the tracking will be correct.

The new recommended PM intervals will give the agency Fleet Manager the ability to adjust vehicle(s) to the PM interval that will be best for the particular vehicle. Most state vehicles will fall into either the normal service or severe service category, but other intervals may need to be applied for vehicles with diesel engines or special equipment. State Fleet Management will allow some flexibility so that vehicles can be scheduled for PM. For vehicles in normal service we will allow the vehicle to be serviced at 11 ½ to 12 ½ months, or 4,500 to 6,000 miles, whichever comes first. For the severe service category 2 ½ to 3 ½ months or 3,000 to 4,000 miles (whichever comes first) will be acceptable. Normally diesel engines require much more oil than gasoline engines and may require a different PM interval. For certain diesel engines, when certain oils or products are used, manufacturers have specified extended engine oil drain intervals. The

manufacturer's recommendation should be applied if it is radically different from those outlined above.

A PM service is much more than a oil change. The PM and oil change should be scheduled together if possible even if one has to be advanced. At a minimum, during each PM service, the technician should change the engine oil and filter, check all vehicle safety items, insure all components are operational and tight, replenish fluid levels, inspect the belts, hoses and tires, and rotate the tires if necessary. It is desirable to perform a more in-depth inspection at least once a year or every 12,000 to 15,000 miles. This includes inspecting the brake lining and/or pads, rotating the tires, and performing a general overall check on the vehicle in order to avoid costly future repairs.

Recommendation 12: Agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.

Many agencies are maintaining **maintenance** cost per mile data **manually** on their vehicles. In many cases, this method is outdated and allows fewer management options than an automated system. However, **after analyzing the questionnaires, it is apparent that reporting still has much room for improvement. Some agencies are not reporting and some others are not submitting cost data as required.** For those agencies not reporting (see appendix I for agencies with vehicles and no maintenance costs or in some cases miles), they are causing incorrect data to be reported to the legislature and other governing bodies.

Recommendation 13: Agency heads should insist that proper reports be submitted showing correct information.

COMMERCIAL VENDOR REPAIR PROGRAM

In 1989, SFM implemented the Commercial Vendor Repair Program (CVRP), which established competitive repair and service agreements or parts and labor agreements with commercial vendors statewide. These agreements establish competitive prices for preventive maintenance services, repair parts, and labor, with commercial repair shops in each city having a concentration of State vehicles. In FY00, SFM had more than 700 vendors in South Carolina covering all 46 counties. Many counties have several vendors, making it more convenient to obtain repairs or service. SFM solicits bids from vendors statewide. When the vendors submit bids, they are rated based on their competitiveness. Bids that are not competitive are rejected, and the bidder is notified that he or she may bid the next time bids are solicited.

There are numerous examples in which SFM has received refunds from a manufacturer for vehicle repairs that were outside the standard warranty period. In many instances, the manufacturer extended State vehicle warranties due in part to their policy of “Good Will” and to some extent because of their desire to continue to do business with the State. Some invoices reviewed by SFM during requests for reimbursement from the original manufacturer indicate that many repairs may have been overcharged or were unnecessary. This is generally prevented when repairs are performed under the CVRP. The following is a list of services that may be beneficial to agencies:

1. Savings realized through knowledge of frequently changing warranties.
2. Ensuring repairs eligible for warranty are covered at no charge.
3. Confirming field repairs are necessary before repairing.
4. Directing the vehicle operator to the most responsive facility, with the best price for the type repair or service needed.
5. Electronically capturing complete data on repairs by coding the type of repair directly into SCESIS, allowing instant access to vehicle repair information.
6. Using repair history from SCESIS to approve or decline repairs.

7. Reduction of administrative workload by agencies fully participating while still having easy access to fixed, operational, maintenance, and total cost per mile data.
8. Instant access to repair services statewide, for vehicle operators travelling away from their home office through the CVRP toll free 800 number.

Most agencies have only a few of the same type vehicle, therefore inter-agency trends are often difficult to ascertain. By using the CVRP, which services hundreds of vehicles of the same type, small and large agencies can achieve equal maximum savings from these services. Since FY91, SFM has offered participation in this program to other State agencies. The Program continues to grow and reduce vehicle maintenance costs. At the end of FY00 there were twenty-six agencies participating in the Commercial Vendor Repair Program which is an increase of 9.2% over last Fiscal Year. A number of other agencies have also expressed interest in the CVRP.

In FY00 the CVRP saved the State over \$1,147,033.00 in maintenance cost for the 4,505 vehicles supported on a full time basis. This did not include savings in the Accident Repair Program where it is estimated that the CVRP saved an additional \$126,542.00 (20%).

<p><u>Recommendation 14:</u> Agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.</p>

ACTUAL MAINTENANCE COST

For the past 13 years, agencies owning maintenance facilities have reported the dollar amount shown for labor and parts charged on work orders, along with the cost of outside repairs. They also reported the number of personnel assigned to the maintenance area.

Using the average salary

published by the Office of Human Resource

Management (HRM) for classes assigned to each

maintenance facility and an average fringe benefit

of 27%, we can estimate the approximate cost of

labor to the State. Using this data and other

reported factors, we can determine the estimated

total cost of State

maintenance. Applying these values, the cost of maintaining and operating 87

maintenance facilities in support of 11,250 vehicles and 11,543 units of non-licensed plated equipment in FY00 is estimated at \$30,063,967.00. Figure II.C shows an actual cost reduction per item supported of \$106.00 since FY88, or a true savings of \$2,416,058.00. This decrease is caused by many factors, but can be attributed primarily to better maintenance management, the statewide parts contract, and better equipment.

The CPI for transportation (maintenance and repairs) has increased 41.6% since 1988. If the annual CPI increases were applied annually to the FY88 actual average cost of \$1,425 per item, the FY00 cost per item would have been \$2,105.00, or \$680.00 higher than the current \$1,319.00. By aggressively applying the standards of the State Vehicle Maintenance Program in support of 22,793 units of equipment during FY00, the cost avoidance was approximately \$15,499,240.00.

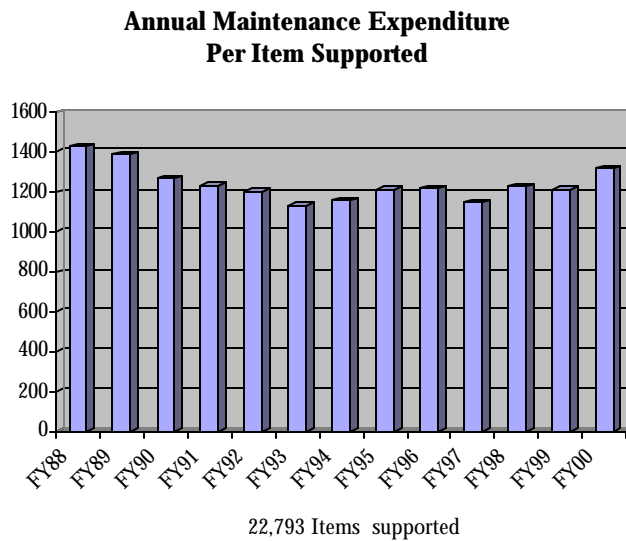


Figure II C

These 87 facilities support many types of equipment other than vehicles. In fact, in FY00 only 49.36% of items supported by these facilities were vehicles. The non-vehicle equipment ranges from chainsaws to bulldozers. Most of the facilities now use the same parts and work order accountability methods as required for vehicles, and the Certification Process looks at all equipment supported when performing a review.

As previously discussed, agencies have been required to account for the actual cost of maintaining their vehicles for several years. To accomplish this task, the actual labor rate **must include** all associated costs, including salaries of personnel assigned to maintenance, fringe benefits, overhead, and any supplies or tools not charged directly to the equipment. While calculating figures for this report, it became obvious that the amount charged for labor on work orders was about \$3.3 million less than the actual cost of salaries and fringe of assigned personnel. The difference improved from FY99, which was \$7.8 million, but better accountability of labor hours or increases in labor rates are needed. The non-work order time leads to one or more of the following conclusions:

- The facilities are not properly charging for labor on work orders.
- There are too many technicians for the necessary tasks.
- Personnel classified as technicians are used to perform other work.

Recommendation 15: Agencies should attempt to allocate all direct and indirect shop operating costs through labor and parts charges shown on work orders.

SHOP PERFORMANCE MEASURES

The time required to perform specific repair tasks by a technician should be compared to a recognized flat rate standard. These flat rate standards (labor time guides), manuals and software are used extensively by the commercial market, and the customer is normally charged based on these standards. *Motors* and *Mitchell* publish the two guides used primarily by non-dealer, after market repair garages. We must apply flat rate standards and measure productivity to determine a true picture of the number of technicians needed. Agencies that apply these standards become aware of the following:

- Areas where technicians need additional training.

- The most cost-effective methods of repairs (to contract certain or all repairs to other sources).
- Whether shops or technicians are performing to acceptable standards.

The certification program manual (republished July, 1992) requires that facilities use flat rate hours when available. Agencies may use the actual hours in instances where flat rate standards are not available. In most cases this practice will give management the necessary tools to gauge the technician's productivity by a recognized standard.

Staffing levels should be established using a consistent methodology. Three methods were highlighted in the FY92 Management Review, with the Vehicle Equivalent Method (number of technicians based on the numbers, types, and difficulty factors of units in the fleet) being the recommended method. This method was developed by the United States Air Force after extensive data collection and time/motion studies were performed for each type of vehicle the Air Force operates. The Legislative Audit Council (LAC) used the vehicle equivalent method during the last motor vehicle resources review, and this method was used during the consolidation study by the hired consultant.

By measuring productivity through the application of flat rate standards and by using the Vehicle Equivalent Method for staffing, the proper technician level can be established. Productivity can be measured and performance standards can be established for each class of technician. The State can develop performance standards for its State-owned maintenance facilities, which would be used to:

- Increase productivity;
 - Evaluate technicians and maintenance facilities against defined objectives;
 - Provide feedback for self-evaluation;
 - Furnish management with the necessary information to make informed decisions;
 - Provide a method to establish an incentive or merit pay plan, or other methods to compensate the most efficient technicians;
 - Render basic standards for guiding, counseling or disciplining inefficient technicians;
- and

- Provide a competitive tool to attract and retain quality automotive technicians.

Recommendation 16: Agencies should immediately apply flat rate standards, *where possible*, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

OTHER COST-SAVING EFFORTS

Areas discussed above are not the only efforts SFM undertakes to save money in the maintenance area. Other efforts include the following:

Technical Training Program

The Technical Training Program is designed to ensure that State technicians receive the latest technology training from vehicle, parts, and diagnostic equipment manufacturers. SFM assesses training needs annually and locates available training resources, normally at no charge to the State unless the technician has to travel away from his or her work area. During FY00, 121 technicians received training through this program.

Also, as part of the program, over 2,000 service bulletins were analyzed and 232 bulletins were made available to the shop supervisors through the SFM Image Web site. Service bulletins from major American manufacturers are catalogued and maintained in SFM's Maintenance Section.

Negotiated Warranties and Reimbursements

When numerous failures occur to a specific component on a specific type vehicle, SFM declares this a trend and contacts the manufacturer for assistance and reimbursement. In most cases, SFM has been successful in obtaining reimbursement and assistance primarily because of the documentation it can generate in support of the requests. Most requests have been fully satisfied.

During FY00, SFM was successful in negotiating over \$50,846.00 in repair reimbursements or warranties from vehicle manufacturers. These reimbursements or extended warranties were for repairs made after the original warranty had expired.

Special Assistance

SFM also provides special assistance to agencies on maintenance-related problems or needs pertaining to the maintenance area. This includes special investigations, repair information, or repair parts assistance, vehicle specifications, and any other needs the agencies may have.

Central Transportation Maintenance Facility (CTMF)

The SFM Central Transportation Maintenance Facility (CTMF) supported approximately 932 vehicles with 3.83 technicians and billed for 90.3% of all available hours (4,897) in direct labor in FY00. They completed 3,097 work orders during the Fiscal Year. The labor rate charged to customers is \$54.50 per hour, which was just under \$10.00 per hour lower than the average in Columbia, SC.

Section IV: Current Developments

In Fiscal Year 2000, State Fleet Management continued to experience challenge and success in a number of areas. SFM saw improvements and developments in the areas of the State Fuel Card program; in the acquisition of Alternative Fueled Vehicles; in the expansion of the imaging program; and in the expansion of the South Carolina Equipment Management Information System (SCEMIS). Based on input from client agencies, SFM also made some improvements in services provided to those agencies. These subjects are discussed in detail below.

STATE FUEL CARD PROGRAM

The State Fuel Card Program has continued to provide benefits to State agencies in terms of reduced diversion cost and increased flexibility in reviewing fuel purchases. During the past year the vendor deployed a secure website that allows agencies to access their account information and download purchase information directly into their own computer systems. This new feature offers agencies the ability to sort and manipulate data in their own spreadsheets. Agency Fleet Managers may then use the data to spot fueling trends or identify potential problems. State Fleet Management, in conjunction with the vendor, has conducted training seminars to teach agency personnel how to access the web site and retrieve their data.

Two areas continue to offer challenges to the overall success of the program. The percentage of transactions without product information continues to cause concern for SFM, and despite incorporating many changes to the card order process, sporadic problems with card delivery also persist. After meeting with the fuel system work group that helped design the original request for proposal, SFM contacted the vendor to address these concerns. The vendor suggested that the State partner with them to explore alternatives. They suggested testing the Wright Express (WEX) fuel card. While the WEX card does not offer as many retail outlets as MasterCard, it satisfies the requirements set forth in the contract and promises to offer improvements in the areas of product identification and card delivery.

Three major agencies participated in the WEX fuel card test to evaluate usability, card production, and product identification. The results of the test were overwhelmingly positive. The card offered access to over 4000 major branded stations, timely card delivery, and 99% product identification. In fact, the WEX fuel card provided over 500 more Level III fuel sites (*fuel sites that offer optimum data capture ability*) than the MasterCard fuel card.

After receiving positive results from the WEX fuel card test, SFM initiated an amendment to the present contract allowing the WEX card to also be offered to agencies. Unfortunately, the switch to the WEX card could not be coordinated with the triennial replacement of the original MasterCards. Deployment of the new WEX cards, along with reconfiguration of onsite fuel control terminals, is scheduled to begin in July 2000².

Recommendation 17: State Fleet Management should closely monitor changes in fuel card practices to see that problems are corrected.

ALTERNATIVE FUEL VEHICLES (AFVs)

The State has continued to comply with AFV purchase mandates set forth in the Energy Policy Act of 1992 (EPAct 92). Under this legislation, State government fleets are required to make an increasing percentage of their light duty vehicle purchases AFVs. This year the requirement increases to 50% of the affected light duty vehicle purchases. To meet that purchase requirement, the State has primarily purchased vehicles that are either bi-fuel or flex fuel vehicles that can operate on regular gasoline or blended ethanol fuels (E-85). Totally dedicated AFVs are impractical due to the lack of alternative fuel infrastructure required to support such purchases. Rising purchase requirements and the limited production of certain types of AFVs have made compliance with the EPAct 92 mandates increasingly difficult.

Beginning June 18, 1999, fleets covered under EPAct 92 were allowed to satisfy up to 50% of their AFV acquisition credit requirements through the use of Biodiesel fuel. Biodiesel is a renewable, non-toxic fuel derived from vegetable oils such as soybean oil

² Use of the WEX card actually began in August 2000.

and canola oil, as well as recycled cooking oil. It can be blended with diesel fuel in any proportion or used in its pure form, and is commonly used in a 20% blend with petroleum diesel known as B20. There are several conditions that must be met in conjunction with the biodiesel use, but it appears to offer a viable alternative in meeting the AFV purchase requirements.

Recommendation 18: Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of EAct 92, and as a minimum order the required number of AFVs in Model Year 2000.

Recommendation 19: Future solicitations for bids on vehicles should include separate solicitations for Alternative Fueled Vehicles for those vehicle classes covered under EAct 92. Efforts to identify sources of alternative fuels should be pursued, and an examination of their usability should be conducted.

REDUCTION IN PAPERWORK

Fiscal 2000 saw considerable progress in the use of optical imaging technologies to reduce the need for the retention and storage of paper records. In 1999, the State Fleet Management Maintenance and Program Support Teams worked together to scan vendor invoices from the Commercial Vendor Repair Program (CVRP) rather than send copies of the invoices to our client agencies. The transition required the approval of every client agency as well as the approval of State auditors from the Budget and Control Board.

As of the end of FY2000, the Maintenance Team is scanning not only CVRP vendor invoices but also manufacturers' Service Bulletins and Recall Notices into the Image Edition database. The posting of these notices eliminates many unnecessary phone calls to SFM personnel and allows the client agencies to print out their own copies of any Service Bulletins they might have missed. Client agencies also receive a copy of all their CVRP vendor invoices on a special CD-ROM for their permanent records. These copies

are independent of the Image Edition software and can be viewed using almost any computer.

In Fiscal 2001 State Fleet Management expects to expand the imaging program to include archiving of paper forms such as the Personal Assignment form and the request to Purchase, Dispose or Retain. This development will save the State time and money, even after counting the cost of the imaging software and hardware.

Recommendation 20: State Fleet and other agencies should continue to find ways to reduce the amount of paper and other resources consumed when electronic copies of the same information would suffice.

SOUTH CAROLINA EQUIPMENT MANAGEMENT INFORMATION SYSTEM (SCEMIS)

At the end of FY99, there were 20 State agencies and a total of 149 authorized users of the South Carolina Equipment Management Information System. In FY2000, the number of agencies rose to 26 and the number of users to 228. The number of users, however, does not accurately reflect the number of people who actually use the system: a number of those users are service technicians who must be listed in the system so that their time can be charged to work orders. However, the rise in the number of agencies using the program is a real increase. In FY2000 the Department of Transportation, the Department of Mental Health, the Commission for the Blind and the Medical University of South Carolina all became users of SCEMIS.

While State Fleet currently pays for client agencies to use SCEMIS, providing the system at no cost provides a tremendous benefit to SFM in the preparation of the Management Review and in the overall maintenance of the State Fleet. The information SCEMIS provides is in a neat, orderly format, and it conforms to the manner in which SFM tabulates this information to manage the fleet.

Recommendation 21: Agencies not currently using SCEMIS or an approved alternative system should become SCEMIS users.

In FY2001, State Fleet will examine the continued usefulness of SCEMIS as it relates to our needs and those of our client agencies for the purpose of revising or replacing SCEMIS altogether. The useful life of most large-scale computer systems is no more than ten years, and this system has been deployed since 1994 (but with continual updates) and is beginning to show signs of age. Newer technology could be used to deliver the system to end users, or the system might be replaced completely.

Recommendation 22: State Fleet Management should investigate thoroughly the possibilities for expanding, updating or replacing SCEMIS.

IMPROVEMENTS IN SERVICE

In the annual Motor Vehicle Management Review Questionnaire, SFM asked some new questions to discover what was on our client agencies' minds. We asked client agencies what steps they had taken in the preceding fiscal year to advance the cause of fleet management in their agencies and what steps on our part might help them fulfill their mission. We also wanted to know if the agencies used SCEMIS and whether they were pleased with its performance.

Among the reports we received, many agencies reported improvements of their own. For instance, some agencies reported that they had improved their fleet management practices by adopting some of the tools we make available at SFM, such as SCEMIS, the Commercial Vendor Repair Program (CVRP), and the South Carolina Fleet Safety Program. Others reported such nuts-and-bolts steps as "asking drivers to become more involved in the day-to-day care of the vehicle" or ensuring that Preventive Maintenance is performed on time.

Apparently, most agencies are content with the services SFM provides. Among the responses we received were "continue good public relations and quick response to questions that arise." We also received a number of constructive suggestions on matters of policy or service which we intend to evaluate on the basis of need and practicality. Although we strive to meet the needs of all our client agencies, some agencies asked for

steps on our part that are either fiscally or technologically unfeasible. For such suggestions, we intend to fulfill the client's request by means other than those requested.

Finally, while many agencies use SCEMIS (see section above), other agencies do not use it and have no intention of using it. For instance, the Forestry Commission, DHEC and the University of South Carolina all have their own systems, and some other agencies consider their motor vehicle resources too small for SCEMIS to be helpful. However, the majority of client agencies that use SCEMIS for their daily fleet business report that they are pleased with its performance. Some agencies fall between the two extremes: they are relatively satisfied with SCEMIS, but would like to expand its capabilities. For instance, several agencies would like to use it to record work on their non-license-plated heavy equipment. We intend in FY2001 to pursue that capability with all due speed in order to provide this needed service to our client agencies.

Code of Laws of South Carolina 1976

§ 1-11-220. Division of Motor Vehicle Management; Fleet Management Program.

There is hereby established within the Budget and Control Board the Division of Motor Vehicle Management headed by a Director, hereafter referred to as the "State Fleet Manager", appointed by and reporting directly to the Budget and Control board, hereafter referred to as the Board. The Board shall develop a comprehensive state Fleet Management Program. The program shall address acquisition, assignment, identification, replacement, disposal, maintenance, and operation of motor vehicles.

The Budget and Control Board shall, through their policies and regulations, seek to achieve the following objectives:

- (a) to achieve maximum cost-effectiveness management of state-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions.
- (b) to eliminate unofficial and unauthorized use of state vehicles.
- (c) to minimize individual assignment of state vehicles.
- (d) to eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of state vehicles.
- (e) to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.
- (f) to insure motor vehicles are operated in a safe manner in accordance with a statewide Fleet Safety Program.

HISTORY: 1978 Act No. 644 Part II §24(A); 1982 Act No. 429, § 1.

§ 1-11-230. Division of Motor Vehicle Management; Motor Vehicle Management Council.

In order to develop proposed regulations for a comprehensive Motor Vehicle Management System, to act in an advisory capacity concerning the operations of the Division of Motor Vehicle Management, and to hear appeals against the enforcement of regulations promulgated by the Budget and Control Board pursuant to §§ 1-11-220 through 1-11-330, there is hereby established a Motor Vehicle Management Council consisting of three members appointed by the Budget and Control Board, with the advice and consent of the Senate. Members shall serve terms of four years, except that of those first appointed, one shall serve two years, one shall serve three years, and one for a full term. Members shall be from the private sector and possess expertise in the field of motor vehicle management. In the event of a vacancy on the Council by reason of death, resignation, removal for cause or any other reason, the vacancy shall be filled in the manner of the original appointment for the unexpired term. Two members, present and voting, shall constitute a quorum for the conducting of Council business. Council members will meet not less than quarterly, and shall be allowed the regular per diem, mileage, and subsistence as provided by law for members of state boards and commissions.

HISTORY: 1978 Act No. 644 Part II § 24(B); 1982 Act No. 429, § 2.

§ 1-11-240. Division of Motor Vehicle Management; duties of Council; hearing procedure

The duties of the Council shall consist of the following:

- (a) To recommend to the Board those persons it finds qualified to act as State Fleet Manager. The Fleet Manager shall be chosen by, and shall serve the Board.
- (b) To study, and make recommendations to the Board concerning the methods and procedures necessary to achieve the objectives specified in paragraph (A).
- (c) To act as a hearing board, for the purpose of hearing and ruling on all disputes, complaints and any other grievances lodged against the promulgation, implementation and enforcement of regulations developed pursuant to this §§ 1-11-220 to 1-11-330.

The Council is authorized to establish a hearing procedure whereby complaints lodged against the promulgation, implementation and enforcement of regulations developed under this §§ 1-11-220 to 1-11-330 are disposed of in an equitable fashion.

The procedure shall provide that all grievances be submitted directly to the Council, and be disposed of with or without a hearing, at the Council's discretion. The procedure shall further provide that all complaints shall be acted upon within forty-five days, and that all decisions and findings will be reported to the affected parties within twenty days of the date complaints are considered by the Council.

The procedure shall also provide that all decisions of the Council shall be appealable to the board within ten days of notification of a final decision or finding. The Board shall act on an appeal within forty-five days of its filing, and shall conduct such action by means of a review of the case record developed by the Council, and shall, in extra-ordinary cases only, provide the party filing the complaint with a hearing *de novo*. The Board shall report its decision within thirty days of its consideration of the appeal.

HISTORY: 1978 Act No. 644 Part II § 24 (C).

§ 1-11-250. Division of Motor Vehicle Management; definitions.

For purposes of §§ 1-11-220 to 1-11-330:

- (a) "State agency" shall mean all officers, departments, boards, commissions, institutions, universities, colleges and all persons and administrative units of state government that operate motor vehicles purchased, leased or otherwise held with the use of state funds, pursuant to an appropriation, grant or encumbrance of state funds, or operated pursuant to authority granted by the State.
- (b) "Board" shall mean State Budget and Control Board.
- (c) "Council" shall mean the Motor Vehicle Management Council as established in § 1-11-230.

HISTORY: 1978 Act No. 644 Part II § 24(D).

§ 1-11-260. Division of Motor Vehicle Management; annual reports; policies, procedures and regulations.

The Fleet Manager and the Council shall report annually to the Budget and Control Board and the General Assembly concerning the performance of each state agency in achieving the objectives enumerated in §§ 1-11-220 through 1-11-330 and include in the report a summary of the Division's efforts in aiding and assisting the various state agencies in developing and maintaining their management practices in accordance with the comprehensive statewide Motor Vehicle Management program. This report shall also contain any recommended changes in the law and regulations necessary to achieve these objectives.

The Board, after consultation with state agency heads, shall promulgate and enforce state policies, procedures, and regulations to achieve the goals of §§ 1-11-220 through 1-11-330 and shall recommend administrative penalties to be used by the agencies for violation of prescribed procedures and regulations relating to the Fleet Management Program.

HISTORY: 1978 Act No. 644 Part II § 24(E); 1982 Act No. 429, § 3.

§ 1-11-270. Division of Motor Vehicle Management; establishment of criteria for individual assignment of motor vehicles.

The Board shall establish criteria for individual assignment of motor vehicles based solely on the functional requirements of the job, which shall reduce such assignment to situations clearly beneficial to the State. Only the Governor and statewide elective state officials shall be provided an automobile solely on the basis of their office. All other individuals permanently assigned with automobiles shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs shall not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 4.

§ 1-11-280. Division of Motor Vehicle Management; interagency motor pools.

The Board shall develop a system of agency-managed and interagency motor pools which are, to the maximum extent possible, cost beneficial to the State. All motor pools shall operate according to regulations promulgated by the Budget and Control Board. Vehicles shall be placed in motor pools rather than being individually assigned except as specifically authorized by the Board in accordance with criteria established by the Board. The motor pool operated by the Division of General Services shall be transferred to the Division of Motor Vehicle Management. Agencies utilizing motor pool vehicles shall utilize trip log forms approved by the Board for each trip, specifying beginning and ending mileage and the job function performed.

The provisions of this section shall not apply to school buses and service vehicles.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 5.

§ 1-11-290. Division of Motor vehicle Management; plan for maximally cost-effective vehicle maintenance.

The Board, in consultation with the agencies operating maintenance facilities, shall study the cost-effectiveness of such facilities versus commercial alternatives and shall develop a plan for maximally cost-effective vehicle maintenance. The Budget and Control Board shall promulgate rules and regulations governing vehicle maintenance to effectuate the plan.

The State Vehicle Maintenance program shall include:

- (a) central purchasing of supplies and parts;
- (b) an effective inventory control system;
- (c) a uniform work order and record-keeping system assigning actual maintenance cost to each vehicle; and
- (d) preventive maintenance programs for all types of vehicles.

All motor fuels shall be purchased from state facilities except in cases where such purchase is impossible or not cost beneficial to the State.

All fuels, lubricants, parts and maintenance costs including those purchased from commercial vendors shall be charged to a state credit card bearing the license plate number of the vehicle serviced and the bill shall include the mileage on the odometer of the vehicle at the time of service.

HISTORY: 1978 Act No. 644 Part II § 24(H).

§ 1-11-300. Agencies to develop and implement uniform cost accounting and reporting system; purchase of motor vehicle equipment and supplies; use of credit cards; determination of vehicle cost per mile.

In accordance with criteria established by the Board, each agency shall develop and implement a uniform cost accounting and reporting system to ascertain the cost per mile of each motor vehicle used by the State under their control. Agencies presently operating under existing systems may continue to do so provided that Board approval shall be required and that the existing systems shall be uniform with the criteria established by the Board. Beginning July 1, 1981, all routine expenditures on a vehicle including gasoline and oil shall be purchased from state-owned facilities and paid for by the use of Universal State Credit Cards except in unavoidable emergencies. The Board shall promulgate regulations regarding the purchase of motor vehicle equipment that is not in the best interest of the State. The Board shall develop a uniform method to be used by the agencies to determine the cost per mile for each vehicle operated by the State.

HISTORY: 1978 Act No. 644 Part II § 24(I); 1982 Act No. 429, § 6.

§ 1-11-310. Division of Motor vehicle Management; acquisition and disposition of vehicles; titles.

The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated total life cycle costs. All state motor vehicles shall be titled to the State. All such titles shall be received by and remain in the possession of the Division of Motor Vehicle Management pending sale or disposal of the vehicle.

Titles to school buses and service vehicles operated by the State Department of Education and vehicles operated by the South Carolina Department and Highways and Public Transportation shall be retained by those agencies.

HISTORY; 1978 Act No. 644 Part II § 24 (J).

§ 1-11-320. Division of Motor Vehicle Management; plates and other identification requirements; exemptions.

The Board shall ensure that all state-owned motor vehicles are identified as such through the use of permanent state-government license plates and either state or agency seal decals. No vehicles shall be exempt from the requirements for identification except those exempted by the Board.

This section shall not apply to vehicles supplied to law enforcement-officers when, in the opinion of the Board after consulting with the Chief of the State Law Enforcement Division, those officers are actually involved in undercover law enforcement work to the extent that the actual investigation of criminal cases or the investigators' physical well-being would be jeopardized if they were identified. The Board is authorized to exempt vehicles carrying human service agency clients in those instances in which the privacy of the client would clearly and necessarily be impaired.

HISTORY; 1978 Act No. 644 Part II § 24(K); 1982 Act No. 429 § 7.

§ 1-11-330 Division of Motor vehicle Management; State Department of Education vehicles exempted.

The provisions of §§ 1-11-220 to 1-11-330 shall not apply to school buses and service vehicles operated by the State Department of Education.

HISTORY: 1978 Act No. 644 Part II § 24 (N).

§ 1-11-340. Board to develop and implement statewide Fleet Safety Program.

The Board shall develop and implement a statewide Fleet Safety Program for operators of state-owned vehicles which shall serve to minimize the amount paid for rising insurance premiums and reduce the number of accidents involving state-owned vehicles. The Board shall promulgate rules and regulations requiring the establishment of an accident review board by each agency and mandatory driver training in those instances where remedial training for employees would serve the best interest of the State.

HISTORY; 1982 Act No. 429, § 9.

§ 1-11-350. Audit by Legislative Audit Council.

The Legislative Audit Council shall audit compliance by the Division of Motor Vehicle Management and the agencies with this section every three years and publish its findings not later than April first each three-year period beginning April 1, 1982.

HISTORY: 1982 Act No. 429, § 8.

Appendix B: Agency Summary Report (Management Review)

FY 00

AGENCIES	Total				Permanently Assigned			Number of		Number of Vehicles Identified			Total		
	No. Owned	No. Leased	No. Vehicles	Trip Logged	Other	Law Enforcement	Total	Employees Commuting	Vehicles Pooled	With SG Tags	Without SG Tags	With Decals	Leased Miles	Owned Miles	No. of Miles
Adjutant General	29	7	36	27	1		1	1	0	30	0	27	102,112	68,809	170,921
Adjutant General Emergency Preparedness	0	5	5	5	1		1	1	4	5	0	4	104,373		104,373
Agriculture Dept	45	1	46	45	1		1	1	8	45	1	45			0
Alcohol and Other Drug Abuse	0	11	11	4	1		1	1	4	4	1	4	88,702		88,702
Archives and History	7		7	7	0		0		7	7	0	7	1,246	130,213	131,459
Arts Commission	2	4	6		0		0								0
Attorney General		10	10	7	3		3	3		1	9	1	278,810		278,810
Myrtle Beach Redevelopment Authority	0	1	1	1			0			1		1	2,996	6,436	9,432
B&CB Internal Operations	0	2	2	2			0			2	0	2	13,951	1,255	15,206
B&CB Local Government	0	2	2				0								0
B&CB Office of Human Resources	0	1	1	1			0		1	1	0	1	5,326		5,326
B&CB OGS Facilities Mgmt	96		96	87	10		10		1	101		37	45,603	1,557,821	1,603,424
B&CB OGS State Fleet Mgmt	110	0	110	60			0		60	60		60		31,123,072	31,123,072
B&CB Office of Information Resources	1	23	24	25	21		21	4	4	25		25	226,623	1,200	227,823
B&CB Research and Statistics	11	2	13	2			0			11		11	31,316	140,520	171,836
B&CB Retirement System	0	6	6	6	5		5			6		6	81,084		81,084
Babcock Center	117	79	196	80	225		225			80	145	80	1,353,640	2,034,258	3,387,898
Blind Commission	21	31	52				0								0
CCIC	0	5	5	5	1		1	1	4	3	2		72,372		72,372
Central Midlands Council of Govts.	0	4	4	3	1		1	1	4	3	2	3	43,818	26,000	69,818
Civil Air Patrol	23	0	23				0								0
Commerce Dept - Aeronautics	21	0	21		6		6	4		21				144,611	144,611
Commerce Dept - Administration	1	30	31	27			0	1	27	3	24		455,556		455,556
Comptroller	0	2	2	1	1		1	1		2			45,495		45,495
Consumer Affairs	0	9	9	11		1	1			10	1	10	129,330		129,330
Corrections Dept.	1048	8	1056		87	36	123	90	22	898	85	792	94,555	13,362,451	13,457,006
Deaf and Blind School	76	9	85	86	11		11		25	79		79	273,707	487,303	761,010
Dept. of Health and Environmental Cntl	655	100	755	109	75	51	126	119	624	642	30	637	1,751,772	7,457,603	9,209,375
Dept of Transportation	4490	0	4490	1746	510		510	452	104	3379	3			46,940,641	46,940,641
Education Dept	4275	21	4296				0								0
Election Commission	4	16	20	3			0		3	3		3		24,316	24,316
Employment Security Commission	17	0	17	14	1	1	2	1	11	16		16	3,807	145,987	149,794
Ethics Commission	0	2	2			2	2	2			2		42,316		42,316
Educational Television	75	0	75	70	30		30		12	70		70	1,340	1,030,637	1,031,977
Forestry Commission	450	1	451		171	53	224	53	3	362	4		12,080	2,574,339	2,586,419
Governor's School of the Arts	0	8	8				0								0
Governor's School of Science and Math	0	1	1				0								0
Governor's Office	5	27	32	8			0		12	12		12	142,181	41,284	183,465
Health and Human Services	231	112	343	42	1		1	1	9	366		364	6,259,785	7,678,777	13,938,562
Higher Education Commission	0	1	1				0								0
Housing Authority	0	21	21	21			0		21	21		21	311,798		311,798
Human Affairs Commission	0	3	3				0								0
Insurance Dept	0	2	2	2			0		2	2		2	25,612		25,612
John de la Howe School	18	6	24	27			0		6	27		27	74,972	85,236	160,208
Dept of Juvenile Justice	172	60	232	220	2	6	8	8	157	217	5	217	826,747	1,525,394	2,352,141
Labor, Licensing and Regulation	57	57	114	87	36	1	37		21	86	1	83	1,379,342	184,862	1,564,204
Library, State	4	0	4	4			0		3	4		4	32,073	32,073	64,146
Dept of Mental Health	946	85	1031	917	1	8	9	9	837	905	13	905	790,158	7,127,000	7,917,158

Appendix B: Agency Summary Report (Management Review)

FY 00

AGENCIES	Total				Permanently Assigned			Number of		Number of Vehicles Identified			Total		
	No. Owned	No. Leased	No. Vehicles	Trip Logged	Other	Law Enforcement	Total	Employees Commuting	Vehicles Pooled	With SG Tags	Without SG Tags	With Decals	Leased Miles	Owned Miles	No. of Miles
Minority Affairs Commission	0	1	1				0								0
Museum Commission	1	2	3	2			0		3	3		3	77,295	1,299	78,594
Natural Resources	909	11	920	507	170	281	451		156	724	117	699	980,921	10,048,972	11,029,893
Opportunity School (Wil Lou Gray)	19	0	19				0		8	18		18		70,382	70,382
Patriots Point	3	0	3				0								0
Probation, Pardon and Parole	0	140	140	138		9	9		129	0	138		2,981,566		2,981,566
PRT	257	6	263		30		30	2	3	206	2	206	144,284	2,280,479	2,424,763
Dept of Public Safety	2168	49	2217	99	89	1528	1617	1617	30	276	1616	276	3,013,671	42,656,743	45,670,414
Public Service Commission	0	15	15	5	5	10	15			14	1	5	415,532		415,532
Dept of Revenue	0	18	18	7		11	11	11	7	7	11	7	257,791		257,791
Disabilities and Special Needs (Central Office)	14	43	57	14			0		14	14		14			0
DDSN Coastal Center	56	0	56	56			0			56		56			0
DDSN Midlands Center	73	0	73	73			0		6	73		73		397,966	397,966
DDSN Pee Dee Center	48	0	48	48			0		48	48		48		291,434	291,434
DDSN Whitten Center	77	0	77	77			0		15	77		77			0
Sea Grant Consortium	0	2	2	2			0		2	2			48,481		48,481
Secretary of State	0	2	2	1	1		1			1	1	1		50,076	50,076
State Law Enforcement Division	522	0	522		1	479	480	480	5	9	491			10,408,190	10,408,190
Dept of Social Services	13	670	683				0								0
Springdale Race Course	4	0	4				0								0
State Accident Fund	3	3	6	3	1		1	1	2	3		3	69,569		69,569
State Treasurer	0	1	1	1	1		1	1		1			9,039		9,039
Technical-Comprehensive Education	44	1	45	1	1		1	1		13	1	12	4,825	77,364	82,189
Denmark Technical College	9	2	11	9		2	2	1	5	11		11	61,917	37,000	98,917
Florence-Darlington Technical College	0	7	7				0								0
Greenville Technical College	0	1	1				0								0
Low Country Technical College	0	7	7				0								0
Orangeburg Technical College	5	0	5				0			5				27,698	27,698
Williamsburg Technical College	0	4	4				0								0
Citadel	46	11	57	66			0		14	55		54	263,298	112,657	375,955
Clemson University	1107	4	1111	1112	14	6	20	13		1112		1112	35,701	2,411,910	2,447,611
Coastal Carolina University	47	0	47	44	1		1	1	7	44		44		527,929	527,929
College of Charleston	48	1	49	44	1	5	6	1	16	49		49	19,410	376,230	395,640
Francis Marion University	32	0	32	29			0		3	29		29		150,946	150,946
Lander University	19	2	21				0								0
Medical University of SC	147	8	155	111	1	1	2	2	11	121	3	121	126,071	969,963	1,096,034
SC State University	111	1	112				0								0
Winthrop University	68	0	68	56	1		1		56	61	1		142,830	142,830	285,660
University of SC	425	0	425	344		2	2	2	54	390	10	380	2,784,135	2,784,135	5,568,270
Vocational Rehabilitation	184	18	202	190			0			190		190	2,246,190	2,246,190	4,492,380
Workers' Compensation Commission	0	13	13	4	7		7		3	11		4			0
Totals	19466	1818	21284	6805	1526	2,493	4019	2887	2,593	11,133	2,720	7,048	28,787,124	200,002,491	228,789,615

Note: Vehicles owned by OGS - State Fleet Management are reflected in the totals for vehicles leased by other agencies.

Appendix C: Agency Status Report FY00

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	Compliance Use of Trip Logs	Permanent Assignment Forms on File	Compliance Motor Pool Policy (Note 5)	I.D. Requirements	Compliance Fleet Safety Program	Non-compliance Fleet Safety Program (SEE NOTES)
Adjutant General	29	7	36	Y	Y	N/A	Y	N	2,3
Adjutant General Emergency Preparedness	0	5	5	Y	Y	Y	Y	N	2
Agriculture Department	45	1	46	Y	Y	Y	Y	Y	
Alcohol and Other Drug Abuse	0	11	11	Y	Y	Y	Y	N	2
Archives and History	7		7	Y	N/A	Y	Y	Y	
Arts Commission	2	4	6		N/A				
Attorney General		10	10	Y	Y		Y	N	2
Myrtle Beach Redevelopment Authority	0	1	1		Y	N/A	Y	N	4
B&CB Internal Operations	0	2	2	Y	N/A	N/A	Y	Y	
B&CB Local Government	0	2	2	Y	N			Y	
B&CB Office of Human Resources	0	1	1	Y	N	Y	Y	Y	
B&CB OGS Facilities Mgmt	96		96	Y	Y	Y	Y	Y	
B&CB OGS State Fleet Mgmt	110	0	110	Y	Y	Y	Y	Y	
B&CB Office of Information Resources	1	23	24	Y	Y	Y	Y	Y	
B&CB Research and Statistics	11	2	13	Y	N/A		Y	Y	
B&CB Retirement System	0	6	6	Y	Y	N/A	Y	Y	
Babcock Center (DDSN)	117	79	196	Y	N	N	Y	Y	
Blind Commission	21	31	52						
CCIC	0	5	5	Y	N	N	Y	N	1, 2, 4
Central Midlands Regional Planning	0	4	4	Y	N/A	N	Y	N	4
Civil Air Patrol	23	0	23						
Commerce Dept - Aeronautics	21	0	21	Y			Y	N	2, 4
Commerce Dept - Administration	1	30	31	Y	Y	Y	Y	N	2
Comptroller	0	2	2	Y	Y	N	Y	N	2, 4
Consumer Affairs	0	9	9	Y	Y	Y	Y	N	2
Corrections Dept.	1048	8	1056	N/A	Y	Y	Y	Y	
Deaf and Blind School	76	9	85	Y	Y	Y	Y	N	1,3
DHEC	655	100	755	Y	N	Y	Y	Y	
Dept of Transportation	4490	0	4490	Y	Y	Y	Y	Y	
Education Department	4275	21	4296	Y	N/A		Y		
Election Commission	4	16	20		N/A	N	Y	N	2, 3
Employment Security Commission	17	0	17	Y	Y	Y	Y	Y	
Ethics Commission	0	2	2	N/A	Y	N	Y	Y	
ETV	75	0	75	Y	Y	Y	Y	Y	
Forestry Commission	450	1	451	Y	Y	Y	Y	Y	

Appendix C: Agency Status Report FY00

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	Compliance Use of Trip Logs	Permanent Assignment Forms on File	Compliance Motor Pool Policy (Note 5)	I.D. Requirements	Compliance Fleet Safety Program	Non-compliance Fleet Safety Program (SEE NOTES)
Governor's School of the Arts	0	8	8		N/A				
Governor's School of Science of Math	0	1	1		N/A				
Governor's Office	5	27	32	Y	N/A	Y	Y	Y	
Health and Human Services	231	112	343	Y	Y	Y	Y	N	1, 2
Higher Education Commission	0	1	1						
Housing Authority	0	21	21	Y	N/A	Y	Y	N	2
Human Affairs Commission	0	3	3						
Insurance Dept	0	2	2	Y	N/A	Y	Y	N	2
John de la Howe	18	6	24	Y	Y	Y	Y	Y	
Juvenile Justice	172	60	232	Y	Y	Y	Y	Y	
Labor, Licensing and Regulation	57	57	114	Y	Y	Y	Y	Y	
Library, State	4	0	4			Y		Y	
Dept of Mental Health	946	85	1031	Y	Y	Y	Y	Y	
Minority Affairs	0	1	1		N/A				
Museum Commission	1	2	3	Y	N/A	Y	Y	N	3
Natural Resources	909	11	920	Y	Y	Y	Y	Y	
Wil Lou Gray Opportunity School	19	0	19	Y	N	Y	Y	N	2
Patriots Point	3	0	3						
Probation, Pardon and Parole	0	140	140	Y	Y	Y	Y	N	2
PRT	257	6	263	Y	Y	Y	Y	Y	
Public Safety	2168	49	2217	Y	Y	Y	Y	Y	
Public Service Commission	0	15	15	Y	Y	N/A	Y	N	2
Revenue	0	18	18	Y	Y	Y	Y	Y	
Disabilities & Special Needs Central Office	14	43	57	Y	N/A	Y	Y	Y	
DDSN Coastal Center	56	0	56	Y	N/A	N/A	Y	Y	
DDSN Midlands Center	73	0	73	Y	N/A	Y	Y	Y	
DDSN Pee Dee Center	48	0	48	Y	N/A	Y	Y	Y	
DDSN Whitten Center	77	0	77	Y	N/A	Y	Y	Y	
Sea Grant Consortium	0	2	2	Y	N/A	N/A	Y	Y	
Secretary of State	0	2	2	Y	Y	N/A	Y	N	1, 2, 3, 4
State Law Enforcement Division	522	0	522	N/A	Y	N/A	Y	Y	
Social Services	13	670	683						
Springdale Race Course	4	0	4						
State Accident Fund	3	3	6	Y	Y	N	Y	N	1, 2
State Treasurer	0	1	1	Y	Y	N/A	Y	N	1, 2, 3, 4

Appendix C: Agency Status Report FY00

AGENCIES	No. Owned	No. Leased	Total No. of Vehicles	Compliance Use of Trip Logs	Permanent Assignment Forms on File	Compliance Motor Pool Policy (Note 5)	I.D. Requirements	Compliance Fleet Safety Program	Non-compliance Fleet Safety Program (SEE NOTES)
Technical-Comprehensive Education	44	1	45	Y	Y	N/A	Y	Y	
Denmark Technical College	9	2	11		Y	N	Y	N	3,4
Florence-Darlington Tech College	0	7	7		Y	Y			
Greenville Technical College	0	1	1		N/A	N/A			
Low Country Technical College	0	7	7		N/A	Y			
Orangeburg Technical College	5	0	5	N/A	Y	N		N	2
Williamsburg Technical College	0	4	4						
Citadel	46	11	57	Y	Y	Y	Y	Y	
Clemson University	1107	4	1111	Y	Y	N	Y	Y	
Coastal Carolina University	47	0	47	Y	Y	Y	Y	Y	
College of Charleston	48	1	49	Y	Y	Y	Y	N	1,3
Francis Marion University	32	0	32	Y	N	Y	Y	N	3
Lander University	19	2	21						
Medical University of SC	147	8	155	Y	Y	Y	Y	Y	
SC State University	111	1	112			Y	Y		
Winthrop University	68	0	68	Y	N	Y	Y	Y	
University of SC	425	0	425	Y	Y	Y	Y	Y	
Vocational Rehabilitation	184	18	202	Y	Y	N/A	Y	N	1
Workers' Compensation Commission	0	13	13	Y	Y	Y	Y	N	2
TOTALS	19,466	1,818	21,284						

Y = YES
N = NO
N/A = NOT APPLICABLE

Note 1 = Driver Screening
Note 2 = Accident Review Board
Note 3 = Driver Training
Note 4 = Accident Reporting
Note 5 = Has Approved Motor Pool Policy on file at SFM

Appendix D: State Vehicle Purchases FY00

Agencies	Total Number of Vehicles	Source of Funds			Total
		State	Combination	Other	
Adjutant General	3			\$69,201	\$69,201
Adjutant General Emergency Preparedness					\$0
Agriculture Department	2	\$15,593	\$15,327	\$0	\$30,920
Alcohol & Other Drug Abuse					\$0
Archives and History		\$0	\$0	\$0	\$0
Arts Commission					\$0
Attorney General					\$0
Myrtle Beach Redevelopment Authority					\$0
B&CB Internal Operations					\$0
B&CB Local Government					\$0
B&CB Office of Human Resources					\$0
B&CB OGS Executive Management					\$0
B&CB OGS State Fleet Management	450	\$0	\$0	\$7,367,014	\$7,367,014
B&CB Office of General Services	11	\$56,251	\$0	\$136,893	\$193,144
B&CB Research and Statistics	1			\$19,134	\$19,134
B&CB Retirement Systems					\$0
Babcock Center					\$0
Blind Commission	3			\$62,006	\$62,006
CCIC					\$0
Central Midlands Regional Planning					\$0
Civil Air Patrol					\$0
Commerce Dept - Aeronautics	2			\$81,725	\$81,725
Commerce Dept - Administration		\$0	\$0	\$0	\$0
Comptroller					\$0
Consumer Affairs					\$0
Corrections Dept	119	\$1,597,441	\$0	\$1,317,730	\$2,915,171
Deaf and Blind School	5	\$80,758			\$80,758
DHEC	75	\$234,001	\$663,599	\$633,085	\$1,530,685
DOT	328	\$0	\$0	\$9,728,009	\$9,728,009
Education Department	20	\$313,018			\$313,018
Election Commission	1	\$15,950			\$15,950
Employment Security Commission		\$0	\$0	\$0	\$0
Ethics Commission		\$0	\$0	\$0	\$0

Appendix D: State Vehicle Purchases FY00

Agencies	Total Number of Vehicles	Source of Funds			Total
		State	Combination	Other	
Educational Television	15	\$0	\$0	\$703,141	\$703,141
Forestry Commission	26	\$678,096		\$100,855	\$778,951
Governor's School of the Arts		\$0	\$0	\$0	\$0
Governor's School of Math and Science		\$0	\$0	\$0	\$0
Governor's Office					\$0
Health and Human Services	40	\$1,607,093			\$1,607,093
Higher Education Commission					\$0
Housing Authority					\$0
Human Affairs					\$0
Insurance Department					\$0
John de le Howe					\$0
Juvenile Justice	12	\$192,656	\$0	\$0	\$192,656
Labor, Licensing and Regulation	5			\$73,375	\$73,375
Library, State					\$0
Mental Health Department	163	\$2,691,617	\$0	\$0	\$2,691,617
Minority Affairs					\$0
Museum Commission					\$0
Natural Resources	88	\$2,020,996	\$0	\$22,705	\$2,043,701
Opportunity School (Wil Lou Gray)	1	\$25,246	\$0	\$0	\$25,246
Patriots Point					\$0
Probation, Parole and Pardon					\$0
PRT	37	\$28,023	\$0	\$596,099	\$624,122
Public Safety	607	\$1,121,232	\$2,208,389	\$8,889,101	\$12,218,722
Public Service Commission					\$0
Revenue					\$0
Disabilities and Special Needs (Central Office)	26	\$161,457	\$0	\$264,678	\$426,136
DDSN Coastal Center					\$0
DDSN Midlands Center					\$0
DDSN Pee Dee Center					\$0
DDSN Whitten Center					\$0
Sea Grant Consortium					\$0
Second Injury Fund					\$0
Secretary of State					\$0

Appendix D: State Vehicle Purchases FY00

Agencies	Total Number of Vehicles	Source of Funds			Total
		State	Combination	Other	
State Law Enforcement Division	91	\$1,960,621	\$0	\$0	\$1,960,621
Social Services					\$0
Springdale Race Course	1			\$16,069	\$16,069
State Accident Fund					\$0
Trident Technical College					\$0
Technical-Comprehensive Education	4	\$36,791	\$0	\$36,595	\$73,386
Denmark Technical College					\$0
Florence-Darlington Technical College					\$0
Greenville Technical College					\$0
Low Country Technical College					\$0
Spartanburg Technical College					\$0
Orangeburg Technical College					\$0
Williamsburg Technical College					\$0
Citadel	1	\$0	\$0	\$8,950	\$8,950
Clemson University	64	\$975,389	\$0	\$117,078	\$1,092,467
Coastal Carolina University	1	\$11,864			\$11,864
College of Charleston	1	\$17,701	\$0	\$0	\$17,701
Francis Marion University	2	\$35,200			\$35,200
Lander University	1			\$11,181	\$11,181
Medical University of SC	3	\$61,465	\$0	\$0	\$61,465
South Carolina State University	0	\$0	\$0	\$0	\$0
Winthrop University	5	\$67,741			\$67,741
University of South Carolina	31	\$522,705	\$0	\$33,398	\$556,102
Vocational Rehabilitation	40	\$340,905	\$0	\$733,173	\$1,074,077
Workers' Compensation Commission					\$0
TOTALS	2285	\$14,869,808	\$2,887,315	\$31,021,196	\$48,778,319

Appendix E: State Vehicle Replacement Criteria

It is the intent and policy of the Budget and Control Board that the State achieve the maximum return on investment in its motor vehicle fleet. The following is replacement criteria for the various classes and sizes of state vehicles. Passenger carrying vehicles shall be retained for the minimum number of miles or years as indicated below. These vehicles should not be held past the maximum age criterion unless justified. However, the deciding factors shall be the vehicle's overall condition and needs of the State. SFM may periodically notify agencies when vehicles have exceeded the maximum age criterion.

Vehicles may be sent for disposal before minimum criteria has been met based on the guidelines in Section II, Vehicle Replacement. The criteria for non passenger carrying vehicles and buses are a recommended guide. Agencies may apply their own criteria for these classes of vehicles however, if agency other criteria are used, agencies shall forward a copy of this document to SFM. The guidelines below should be applied to non passenger carrying vehicles and buses to the extent possible.

Vehicle Description	Minimum Mileage or	Minimum Age	Maximum Age
Full-sized Sedans	100,000	6	8
Intermed., Compact, Subcompact			
Sedans	90,000	5	7
All Station Wagons	100,000	6	8
Full-sized Vans	120,000	7	9
Mini Vans	100,000	6	8
Sport/Util. Vehicles	100,000	6	8
NON-PASSENGER CARRYING VEHICLES			
VEHICLE DESCRIPTION	MINIMUM MILEAGE or	MINIMUM AGE	MAXIMUM AGE
Full-sized Police Sedans	100,000	4	6
All other Police Sedans	90,000	4	6
Trucks Below 10500 GVW	100,000	6	9
Trucks Over 10500 GVW	100,000	7	10
Bus (Other Than School)	120,000	9	12
Trucks, Tractor	130,000	13	16
Trailers/Semi Trailers	N/A	15	N/A
Bus, Road-Type Diesel	200,000	15	N/A
Scooter, 3 Wheel	12,000	3	5

Appendix F: Analysis of Fleet Growth FY00

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 97-00)	
	FY97	FY98	FY99	FY00	Quantity	Percentage
Adjutant General	32	33	30	36	4	13%
Adjutant General Emergency Preparedness	5	5	5	5	0	0%
Agriculture Department	43	45	42	46	-3	-7%
Alcohol and Other Drug Abuse	3	3	4	11	1	33%
Archives and History	7	8	7	7	-1	-14%
Arts Commission	7	6	6	6	0	0%
Attorney General	7	9	10	10	1	14%
Myrtle Beach Redevelopment Authority	*	*	*	1	***	***
B&CB - Division of Budget	9	12	12	11	0	0%
B&CB - Division of Operations	137	119	110	245	-9	-7%
B&CB - Division of Retirement	4	4	6	6	2	50%
B&CB - Division of Regional Devel	4	3	3	2	0	0%
Babcock Center	37	47	166	196	119	322%
Blind Commission	36	35	35	52	0	0%
CCIC	4	4	4	5	0	0%
Central Midlands Regional Planning	3	3	5	4	2	67%
Civil Air Patrol	13	0	0	23	0	0%
Commerce Dept - Aeronautics	32	22	18	21	-4	-13%
Commerce Dept - Administration	25	24	25	31	1	4%
Comptroller	2	2	2	2	0	0%
Consumer Affairs	9	10	10	9	0	0%
Corrections Dept.	956	950	960	1056	10	1%
Deaf and Blind School	80	73	78	85	5	6%
DHEC	712	669	653	755	-16	-2%
DOT	4071	3564	3576	4490	12	0%
Education Department	4295	6151	6094	4296	-57	-1%
Election Commission	3	3	3	20	0	0%
Employment Security Commission	24	16	17	17	1	4%
Ethics Commission	1	1	2	2	1	100%
ETV	70	70	70	75	0	0%
Forestry Commission	433	331	352	451	21	5%
Governor's School of the Arts	1	2	4	8	2	200%
Governor's School of Science and Math	1	1	2	1	1	100%
Governor's Office	51	33	13	32	-20	-39%
Health and Human Services	361	365	337	343	-28	-8%
Higher Education Commission	1	1	1	1	0	0%
Housing Authority	19	19	19	21	0	0%
Human Affairs Commission	3	3	3	3	0	0%
Insurance Department	1	1	1	2	0	0%
John De La Howe	21	22	23	24	1	5%
Juvenile Justice	198	214	216	232	2	1%
Labor, Licensing and Regulation	120	104	99	114	-5	-4%
Library, State	4	4	4	4	0	0%
Mental Health Department	810	837	882	1031	45	6%
Minority Affairs	1	1	1	1	0	0%
Museum Commission	3	3	3	3	0	0%
Natural Resources	863	767	786	920	19	2%
Opportunity School (Wil Lou Gray)	17	16	17	19	1	6%
Patriot's Point	3	3	3	3	0	0%
Probation, Parole and Pardon	167	111	112	140	1	1%
PRT	227	221	207	263	-14	-6%
Public Safety	1840	1624	1639	2217	15	1%
Public Service Commission	13	14	15	15	1	8%
Revenue and Taxation	19	18	18	18	0	0%
Disabilities and Special Needs, Central Office*	314	282	14	57	-268	-85%
DDSN Coastal Center*			56	56	56	***
DDSN Midlands Center*			73	73	73	***
DDSN Pee Dee Center*			48	48	48	***
DDSN Whitten Center*			79	77	79	***
Sea Grant Consortium	2	2	2	2	0	0%
Secretary of State	1	2	2	2	0	0%
State Law Enforcement Division	510	497	517	522	20	4%
Social Services Department	596	704	876	673	172	29%
Springdale Race Course	3	6	4	4	-2	-67%
State Accident Fund	3	3	3	6	0	0%
Technical-Comprehensive Education	64	72	14	45	-58	-91%
Denmark Technical College	2	0	10	11	10	500%
Florence-Darlington Technical College	7	0	17	7	17	243%
Greenville Technical College	1	0	1	1	1	100%
Low Country Technical College	8	0	11	7	11	138%
Spartanburg Technical College	0	0	0	0	0	***
Orangeburg Technical College	0	0	14	5	14	***
Trident Technical College	0	0	0	0	0	***
Williamsburg Technical College	4	0	0	4	0	0%
Treasurer's Office	1	1	1	1	0	0%
Citadel	60	53	55	57	2	3%
Clemson University	1039	928	1094	1111	166	16%
Coastal Carolina University	41	42	44	47	2	5%

Appendix F: Analysis of Fleet Growth FY00

AGENCIES	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Total Owned and Leased	Growth (FY 97-00)	
	FY97	FY98	FY99	FY00	Quantity	Percentage
College of Charleston	39	40	43	49	3	8%
Francis Marion University	43	34	31	32	-3	-7%
Lander University	25	26	25	21	-1	-4%
Medical University of SC	129	126	130	155	4	3%
South Carolina State University	80	106	109	112	3	4%
Winthrop University	67	59	63	68	4	6%
University of South Carolina	392	412	387	425	-25	-6%
Vocational Rehabilitation	212	190	190	202	0	0%
Workers' Compensation Commission	10	10	11	13	1	10%
TOTALS	19461	20201	20634	21284	650	3%
<p>* Babcock Center Owned Vehicles not included.</p> <p>** Total for Dept. of Disabilities and Special Needs. In FY99, DDSN began to report vehicles by division rather than as a total for the entire agency.</p> <p>*** Growth from zero cannot be computed due to mathematical restrictions.</p>						

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY00

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Adjutant General	0	0	0	0	0
Adjutant General Emergency Preparedness	0	0	0	0	0
Agriculture Department	3	9	0	0	12
Alcohol and Other Drug Abuse	0	0	0	0	0
Archives and History	0	3	0	0	3
Arts Commission	0	0	0	0	0
Attorney General	0	0	0	0	0
Myrtle Beach Redevelopment Authority	0	0	0	0	0
B&CB Internal Operations	0	0	0	0	0
B&CB Local Government	0	0	0	0	0
B&CB Office of Human Resources	0	0	0	0	0
B&CB OGS Facilities Management	0	5	2	0	7
B&CB OGS State Fleet Management	45	706	555	1	1307
B&CB Office of Information Resources	0	0	0	0	0
B&CB Research and Statistics	0	1	0	0	1
B&CB Retirement System	0	0	0	0	0
Babcock Center	0	0	0	0	0
Blind Commission	0	0	0	0	0
CCIC	0	0	0	0	0
Central Midlands Regional Planning	0	0	0	0	0
Civil Air Patrol	0	0	0	0	0
Commerce Dept - Admin and Aeronautics	2	2	0	0	4
Comptroller	0	0	0	0	0
Consumer Affairs	0	0	0	0	0
Corrections	9	155	35	4	203
Deaf and Blind School	3	5	16	0	24
DHEC	6	224	26	4	260
DOT	9	224	139	0	372
Education Department	11	15	0	0	26
Election Commission	1	3	0	0	4
Employment Security Commission	3	6	1	0	10
Ethics Commission	0	0	0	0	0
ETV	11	5	1	0	17
Forestry Commission	0	1	0	0	1

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY00

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Governor's School of the Arts	0	0	0	0	0
Governor's School of Science and Math	0	0	0	0	0
Governor's Office	0	3	0	0	3
Health and Human Services	0	5	0	0	5
Higher Education Commission	0	0	0	0	0
Housing Authority	0	0	0	0	0
Human Affairs Commission	0	0	0	0	0
Insurance Department	0	0	0	0	0
John de la Howe	0	1	0	0	1
Juvenile Justice	0	41	36	0	77
Labor, Licensing and Regulation	1	4	2	0	7
Library, State	0	2	0	0	2
Mental Health Department	29	233	126	22	410
Minority Affairs	0	0	0	0	0
Museum Commission	0	0	0	0	0
Natural Resources	2	26	0	0	28
Opportunity School (Wil Lou Gray)	1	1	0	0	2
Patriots Point	0	0	0	0	0
Probation, Pardon and Parole	0	0	0	0	0
PRT	10	14	0	0	24
Public Safety Department	0	64	6	1	71
Public Service Commission	0	0	0	0	0
Revenue and Taxation	0	0	0	0	0
Disabilities and Special Needs (5 Offices)	0	50	25	3	78
Sea Grant Consortium	0	0	0	0	0
Second Injury Fund	0	0	0	0	0
Secretary of State	0	0	0	0	0
State Law Enforcement Division	0	24	12	0	36
Social Services	3	1	0	0	4
Springdale Race Course	0	0	0	0	0
State Accident Fund	0	0	0	0	0
Trident Technical College	0	0	0	0	0
Technical-Comprehensive Education	4	4	1	0	9
Denmark Technical College	0	0	0	0	0

Appendix G: Composition of Sedans and Station Wagons Owned by Agencies FY00

Agencies	Full-size A4,A5,A6,C4	Intermediate A3,C3	Compact A2,C2	Subcompact A1	TOTAL
Florence-Darlington Technical College	0	0	0	0	0
Greenville Technical College	0	0	0	0	0
Low Country Technical College	0	0	0	0	0
Spartanburg Technical College	0	0	0	0	0
Orangeburg Technical College	0	0	0	0	0
Williamsburg Technical College	0	0	0	0	0
Citadel	3	0	1	0	4
Clemson University	3	89	48	1	141
Coastal Carolina University	1	4	2	0	7
College of Charleston	1	5	1	0	7
Francis Marion University	0	0	0	0	0
Lander University	2	2	0	0	4
Medical University of SC	5	5	4	0	14
South Carolina State University	8	15	1	0	24
Winthrop University	1	4	2	0	7
University of South Carolina	10	53	23	0	86
Vocational Rehabilitation	1	1	0	0	2
Workers' Compensation Commission	0	0	0	0	0
TOTALS	188	2015	1065	36	3304

Key to Vehicle Types:

A4, A5, A6 and C4: Fullsize, Executive and Prestige sedans and Fullsize station wagons.
A3 and C3: Midsize sedan and station wagon, respectively.
A2 and C2: Compact sedan and station wagon.
A1: Subcompact "sedans."

Appendix H: Maintenance Facility Certifications FY00

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
Aeronautics	on-site	M	BM	M	NR	BM	BM	BM
Citadel	on-site	BM	M	M	NR	M	M	M
Clemson University								
— Clemson Main shop	on-site	M	NA	M	NR	E	E	O
— Agriculture and Engineering Dept.	questionnaire							
— Forestry Resources	questionnaire							
— Simpson Station	on-site	M	NA	M	NR	E	E	O
— Edisto Research and Education Ctr.	questionnaire							
— Pee Dee Research	on-site	M	NA	M	NR	M	M	M
— Coastal Research	on-site	M	M	M	NR	M	M	M
— Sandhill Research	questionnaire							
Coastal Carolina University	on-site	M	NA	M	NR	M	M	M
Deaf and Blind School	questionnaire							
Department of Corrections								
— Main Facility (Columbia)	on-site	M	M	M	NR	M	M	M
DHEC	questionnaire							
Department of Transportation								
— Abbeville	questionnaire							
— Aiken	on-site	M	M	M	NR	M	M	M
— Allendale	questionnaire							
— Anderson	on-site	M	M	M	NR	M	M	M
— Bamberg	questionnaire							
— Barnwell	questionnaire							
— Beaufort	questionnaire							
— Berkeley	on-site	M	M	M	NR	M	M	M
— Calhoun	on-site	M	M	M	NR	M	BM	M
— Charleston	questionnaire							
— Charleston North	on-site	M	M	M	NR	M	M	M
— Cherokee	on-site	M	E	M	NR	M	E	O
— Chester	questionnaire							

Appendix H: Maintenance Facility Certifications FY00

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
— Chesterfield	questionnaire							
— Clarendon	on-site	M	M	M	NR	M	M	M
— Colleton	on-site	M	M	M	NR	M	M	M
— Darlington	on-site	M	M	M	NR	M	M	M
— Dillon	questionnaire							
— Dorchester	on-site	M	M	M	NR	M	E	O
— DOT Depot	on-site	M	M	M	NR	M	M	M
— Edgefield	questionnaire							
— Fairfield	on-site	M	M	M	NR	M	M	M
— Florence	on-site	M	M	M	NR	M	M	M
— Georgetown	questionnaire							
— Greenville	on-site	M	M	M	NR	M	M	M
— Greenwood	on-site	M	M	M	NR	E	M	O
— Hampton	questionnaire							
— Horry	questionnaire							
— Jasper	questionnaire							
— Kershaw	questionnaire							
— Lancaster	on-site	BM	M	M	NR	BM	M	M
— Laurens	questionnaire							
— Lee	questionnaire							
— Lexington	on-site	M	U	M	NR	M	M	BM
— Marion	questionnaire							
— Marlboro	on-site	M	M	M	NR	M	M	M
— McCormick	questionnaire							
— Newberry	on-site	M	M	M	NR	M	M	M
— Oconee	on-site	M	M	M	NR	M	M	M
— Orangeburg	on-site	M	M	M	NR	M	M	M
— Orangeburg (Holly Hill)	questionnaire							
— Pickens	questionnaire							

Appendix H: Maintenance Facility Certifications FY00

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
— Richland	questionnaire							
— Saluda	questionnaire							
— Spartanburg	on-site	M	M	M	NR	BM	M	M
— Sumter	on-site	BM	U	M	NR	M	BM	U
— Union	questionnaire							
— Williamsburg	on-site	M	M	M	NR	M	M	M
— York (Rock Hill)	questionnaire							
— York no. 2 (York)	on-site	M	M	M	NR	M	M	M
Education Television	on-site	M	E	M	NR	E	M	O
Forestry Commission								
— Columbia	on-site	M	NA	M	NR	M	M	M
— Florence	questionnaire							
— Kingstree	on-site	M	M	M	NR	M	M	M
— Manchester	questionnaire							
— Newberry	questionnaire							
— Niederhof	questionnaire							
— Sandhill	questionnaire							
— Spartanburg	on-site	M	M	M	NR	M	M	M
— Taylors	questionnaire							
— Walterboro	on-site	M	M	E	NR	M	M	O
Francis Marion University	questionnaire							
Office of General Services								
— State Fleet Management	on-site	M	M	E	NR	M	M	O
John de la Howe	on-site	M	M	M	NR	M	U	BM
Department of Mental Health								
— Crafts-Farrow	on-site	M	M	M	NR	M	M	O
— Main Facility (Columbia)	on-site	M	M	M	NR	BM	M	M
— P.B. Harris Hospital	questionnaire							
Dept. of Disabilities and Special Needs								

Appendix H: Maintenance Facility Certifications FY00

MAINTENANCE FACILITY	Reviewed on-site or by Questionnaire	Purchasing	Inventory	Work Order Record Keeping	Cost-effective Operation	Preventive Maintenance Program	Safety	Overall Rating
— Midlands Center	on-site	BM	BM	M	NR	BM	M	BM
— Coastal Center	on-site	M	NA	M	NR	M	M	M
— Pee Dee Center	questionnaire							
— Whitten Center	on-site	M	M	M	NR	U	BM	BM
State Law Enforcement Division	questionnaire							
University of South Carolina	questionnaire							
Dept. of Natural Resources	on-site	M	M	M	NR	M	M	M

O = Outstanding: exceeds established standards.

M = Meets established standards.

BM = Borderline Meets. Fails to meet established standards fully, but not to the point of being unsatisfactory.

U = Unsatisfactory. Fails to meet established standards. Facility must be improved immediately or face possible closure.

NR = Not Rated

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY00

Agencies	Total		Total Maintenance Cost	MCPM	Sedan MCPM	Police MCPM	Pickups MCPM	Utility MCPM	Vans MCPM	>10K MCPM	See notes
	Number owned	Owned Miles									
Adjutant General	30	0									11
Adjutant General Emergency Preparedness	0	0									
Agriculture Department	46	0									
Alcohol and Other Drug Abuse	0	0									
Archives and History	7	130,213	\$ 2,899.54	0.0223	\$0.025		\$0.008		\$0.024		
Arts Commission		0									
Attorney General	0	0									
B&CB Advisory Committee/Intergovt. Relations		0									
B&CB Internal Operations	0	0									
B&CB Local Government		0									
B&CB Office of Human Resources	0	0									
B&CB OGS Executive Mgmt	96	0	\$ 27,078.99								2
B&CB OGS State Fleet Mgmt	1959	31,123,072	\$ 1,020,775.07	0.0328	\$0.028	\$0.039	\$0.032	\$0.029	\$0.034	\$0.073	
B&CB Office of Information Resources	1	1,200	\$ 1,966.91	1.6391							
B&CB Research and Statistics	11	171,836	\$ 10,919.68	0.0635				\$0.064			
B&CB Retirement System	0	0									
Babcock Center (DDSN)	117	0	\$ 1,777,944.80								1, 4, 10
Blind Commission		0									
CCIC	0	0									
Central Midlands Council of Governements	2	0									
Civil Air Patrol		0									6
Commerce Dept - Aeronautics	21	0	\$ 43,033.32								6
Commerce Dept - Administration	1	0									
Comptroller	0	0									
Consumer Affairs	0	0									
Corrections Dept.	975	13,362,451	\$ 916,433.00	0.0686	\$0.030	\$0.087	\$0.093	\$0.076	\$0.057	\$0.122	
Deaf and Blind School	76	487,303	\$ 98,166.92	0.2014	\$0.076		\$0.649	\$0.078	\$0.125	\$0.237	
DHEC	566	7,457,603	\$ 312,577.70	0.0419							6
Dept of Transportation	3382	46,940,641	\$ 6,494,831.00	0.1384	\$0.055		\$0.058	\$0.025	\$0.079	\$0.284	
Education Department		0									
Election Commission	3	24,316	\$ 1,736.25	0.0714	\$0.071						
Employment Security Commission	16	145,987	\$ 7,033.00	0.0482	\$0.054	\$0.098			\$0.042	\$0.018	
Ethics Commission	0	0									
ETV	70	1,030,637	\$ 65,868.64	0.0639	\$0.074		\$0.031	\$0.055	\$0.084		
Forestry Commission	347	2,574,339	\$ 359,297.33	0.1396	\$0.096		\$0.056	\$0.026	\$0.040	\$0.398	
Governor's School of the Arts		0									
Governor's School of Science of Math		0									
Governor's Office	4	41,284			\$0.027				\$0.023		
Health and Human Services	255	0	\$ 165,645.00								6
Higher Education Commission		0									
Housing Authority	0	0									

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY00

Agencies	Total		Total Maintenance Cost	MCPM	Sedan MCPM	Police MCPM	Pickups MCPM	Utility MCPM	Vans MCPM	>10K MCPM	See notes
	Number owned	Owned Miles									
Human Affairs Commission		0									
Insurance Dept	0	0									
John de la Howe	16	85,236	\$ 10,451.08	0.1226	\$0.035		\$0.202		\$0.067	\$3.053	
Juvenile Justice	165	1,525,394		0.0000	\$0.000	\$0.000					6
Dept of Mental Health	918	7,127,000	\$ 493,848.02	0.0693	\$0.057	\$0.097	\$0.087	\$0.156	\$0.060	\$0.487	
Minority Affairs		0									
Museum Commission	1	1,299	\$ 514.34	0.3960					\$0.396		
Natural Resources	841	10,048,972									6
Wil Lou Gray Opportunity School	18	70,392	\$ 7,565.76	0.1075	\$0.054	\$1.279	\$0.303	\$0.783	\$0.031	\$0.309	
Patriots Point		0									
Probation, Pardon and Parole	0	0									
PRT	205	2,280,479	\$ 156,681.00	0.0687	\$0.040		\$0.070	\$0.050	\$0.092	\$0.132	
Public Safety	1892	45,250,159	\$ 2,093,655.31	0.0463	\$0.030	\$0.053	\$0.020	\$0.023	\$0.021	\$0.076	14
Disabilities & Special Needs Central Office	14	167,974	\$ 5,394.37	0.0321	\$0.000						6
DDSN Coastal Center	56	297,345	\$ 22,625.58	0.0761							6
DDSN Midlands Center	73	397,966	\$ 89,863.00	0.2258	\$0.085		\$0.302	\$0.048	\$0.213	\$0.544	7
DDSN Pee Dee Center	48	291,434	\$ 16,302.67	0.0559	\$0.017		\$0.089		\$0.058	\$0.318	
DDSN Whitten Center	77	471,881	\$ 24,077.59	0.0510							6
Sea Grant Consortium	0	0									
Secretary of State	0	0									
State Law Enforcement Division	513	10,408,190	\$ 240,019.96	0.0231							6
Social Services		0									
Springdale Race Course		0									
State Accident Fund	3	0									6
State Treasurer	1	0									
Trident Technical College		0									
Technical-Comprehensive Education	14	77,364	\$ 9,629.18	0.1245	\$0.046		\$0.088		\$1.492	\$0.179	1
Denmark Technical College	9	0									1, 6
Florence-Darlington Technical College		0									
Greenville Technical College		0									
Low Country Technical College		0									
Spartanburg Technical College		0									
Orangeburg Technical College	5	27,698	\$ 7,849.00	0.2834						\$0.283	
Williamsburg Technical College		0									
Citadel	45	112,657	\$ 45,528.61	0.4041	\$0.186		\$0.206	\$0.410	\$0.313	\$0.838	7
Clemson University	1112	2,411,910	\$ 483,140.06	0.2003	\$0.025	\$0.087	\$0.165	\$0.087	\$0.068	\$4.171	
Coastal Carolina University	44	570,929			\$0.036	\$0.047	\$0.122	\$0.189	\$0.084	\$1.770	
College of Charleston	49	376,230	\$ 43,346.99	0.1152	\$0.028		\$0.105		\$0.130	\$0.421	
Francis Marion University	29	150,946	\$ 35,432.18	0.2347		\$0.073	\$0.796		\$0.160	\$0.330	
Lander University		0									
Medical University of SC	124	969,963	\$ 296,912.94	0.3061	\$0.043	\$0.082	\$0.252	\$0.675	\$0.164	\$0.826	
South Carolina State University		0									

Appendix I: Maintenance Cost per Mile as Reported by Agencies, FY00

Agencies	Total		Total Maintenance Cost	MCPM							
	Number owned	Owned Miles			Sedan MCPM	Police MCPM	Pickups MCPM	Utility MCPM	Vans MCPM	>10K MCPM	See notes
Winthrop University	56	142,800	\$ 81,555.00	0.5711	\$0.038		\$0.043	\$0.540	\$0.058	\$0.629	
University of South Carolina	421	2,784,136	\$ 277,110.24	0.0995	\$0.048	\$0.156	\$0.106	\$0.071	\$0.088	\$0.282	
Vocational Rehabilitation	172	2,982,707	\$ 138,273.51	0.0464	\$0.028		\$0.092		\$0.033	\$0.045	14
TOTALS	14,939	192,738,878	\$ 15,886,506	0.0824	\$0.0353	\$0.0548	\$0.0632	\$0.0340	\$0.0578	\$0.2793	

Note 1: Recommend agencies review PM intervals.
 Note 2: PM intervals may be too often.
 Note 3: PM intervals for school buses are based on cumulative miles, hours or fuel consumed.
 Note 4: Synthetic oil use does not change PM intervals.
 Note 5: PM intervals need immediate attention.
 Note 6: MCPM was not reported by vehicle type.
 Note 7: MCPM appears to be high.
 Note 8: Maintenance cost on trailers - not available.
 Note 9: MCPM applies only to the Medical Transportation Program.
 Note 10: SFM is available to discuss Maintenance procedures and policies.
 Note 11: All state maintenance shops require certification except National Guard Shops.
 Note 12: The Commercial Vendor Repair Program may be of benefit to your agency.
 Note 13: Not Reported.
 Note 14: Maintenance costs taken directly from SCESIS Cost Report for active vehicles by SFM staff.
 Note 15: Improperly reported.

Light Truck
Total Vehicles 5,477
Total miles 62,616,030
Total Cost \$ 3,559,392.48

Avge Miles 11,433
Avge Cost \$ 649.88

 MCPM Trks \$ 0.0568

Appendix J: State Fleet Accidents, FY00

Agencies	FY98 Accidents	FY98 Injuries	FY98 Fatalities	FY99 Accidents	FY99 Injuries	FY99 Fatalities	FY00 Accidents	FY00 Injuries	FY00 Fatalities
Adjutant General									
Adjutant General Emergency Preparedness	2	0	0	0	0	0			
Agriculture Department									
Alcohol and Other Drug Abuse	0	0	0	0	0	0	0	0	0
Archives and History	0	0	0	0	0	0	1	0	0
Arts Commission	2	0	0	0	0	0			
Attorney General	0	0	0	0	0	0			
Myrtle Beach Redevelopment Authority									
B&CB Internal Operations	0	0	0	0	0	0			
B&CB Local Government	0	0	0	0	0	0			
B&CB Office of Human Resources	0	0	0	0	0	0			
B&CB OGS Executive Management	8	1	0						
B&CB OGS State Fleet Management	0	0	0	0	0	0			
B&CB Office of Information Resources	0	0	0	0	0	0	2	0	0
B&CB Research and Statistics	0	0	0	0	0	0	1	0	0
B&CB Retirement System	0	0	0	0	0	0	0	0	0
Babcock Center	17	2	0	16	4	0	31	12	0
Blind Commission	0	0	0	0	0	0			
CCIC				0	0	0			
Central Midlands Regional Planning									
Civil Air Patrol									
Commerce Dept. - Aeronautics	0	0	0						
Commerce Dept. - Administration	0	0	0	0	0	0			
Comptroller									
Consumer Affairs	0	0	0	0	0	0	1	0	0
Corrections	96	8	0	110	2	0	145	20	0
Deaf and Blind School	11	0	0	9	0	0			
DHEC	23	0	0	32	3	0	21	1	0
DOT	177	55	2	138	35	0	138	36	2
Education Department	10	0	3	0	0	0	0	0	0
Election Commission	1	0	0	0	0	0	0	0	0
Employment Security Commission	0	0	0	0	0	0			
Ethics Commission									
ETV	7	0	0	2	0	0	6	1	0
Forestry Commission	2	0	0	1	0	0	3	0	0

Appendix J: State Fleet Accidents, FY00

Agencies	FY98 Accidents	FY98 Injuries	FY98 Fatalities	FY99 Accidents	FY99 Injuries	FY99 Fatalities	FY00 Accidents	FY00 Injuries	FY00 Fatalities
Governor's School of the Arts									
Governor's School of Math and Science									
Governor's Office	0	0	0	0	0	0			
Health and Human Services	63	23	0	75	52	0	103	18	1
Higher Education Commission	0	0	0	1	1	0			
Housing Authority	0	0	0	2	0	0	0	0	0
Human Affairs Commission	0	0	0						
Insurance Department	0	0	0	0	0	0	0	0	0
John de la Howe	0	0	0	0	0	0	1	0	0
Juvenile Justice	5	0	0	15	1	0	3	0	0
Labor, Licensing and Regulation	4	1	0	12	2	0	9	3	0
Library, State	0	0	0	1	0	0	0	0	0
Mental Health Department	72	6	0	76	10	0	57	0	0
Minority Affairs									
Museum Commission	0	0	0	0	0	0			
Natural Resources	53	7	1	46	2	0	38	3	0
Opportunity School (Wil Lou Gray)	0	0	0	0	0	0	3	0	0
Patriots Point	0	0	0	0	0	0			
Probation, Parole and Pardon	17	7	0	13	6	0	32	15	0
PRT	6	0	0	3	0	0	2	1	0
Public Safety	303	69	3	294	48	1	305	38	2
Public Service Commission	0	0	0	0	0	0	0	0	0
Revenue and Taxation	0	0	0	0	0	0			
Disabilities & Special Needs, Central Office	1	1	0	0	0	0	0	0	0
DDSN Coastal Center	4	4	0	1	0	0	2	1	0
DDSN Midlands Center	2	0	0	1	0	0	4	5	0
DDSN Pee Dee Center	0	0	0	0	0	0	3	1	0
DDSN Whitten Center	2	0	0	0	0	0	0	0	0
Sea Grant Consortium	0	0	0	0	0	0	0	0	0
Secretary of State									
State Law Enforcement Division	63	21	0	56	9	0	59	6	0
Social Services				74	0	0	80		
Springdale Race Course									
State Accident Fund	0	0	0	0	0	0	0	0	0
Trident Technical College									

Appendix J: State Fleet Accidents, FY00

Agencies	FY98 Accidents	FY98 Injuries	FY98 Fatalities	FY99 Accidents	FY99 Injuries	FY99 Fatalities	FY00 Accidents	FY00 Injuries	FY00 Fatalities
Technical-Comprehensive Education	1	0	0	1	0	0			
Denmark Technical College									
Florence-Darlington Technical College									
Greenville Technical College									
Low Country Technical College									
Orangeburg Technical College									
Williamsburg Technical College									
Citadel	1	0	0	1	0	0	1	0	0
Clemson University	30	0	0	21	0	0	22	2	0
Coastal Carolina University	2	3	0	3	0	0	5	0	0
College of Charleston	11	0	0	6	0	0	3	0	0
Francis Marion University	0	0	0	0	0	0	3	0	0
Lander University									
Medical University of South Carolina	15	4	0	19	11	0	19	1	0
South Carolina State University	3	0	0	11	3	0			
Winthrop University	2	0	0	2	0	0	1	0	0
University of South Carolina	27	3	0	31	0	0			
Vocational Rehabilitation	13	11	0	10	2	0	17	4	0
Workers' Compensation Commission	2	0	0	2	2	0	0	0	0
TOTALS	1058	226	9	1085	193	1	1121	168	5

Appendix K: Alternative Fuel Purchase Requirements

Energy Policy Act (EPAAct)

Year	Federal Requirements	State Requirements	Fuel Provider Requirements	Municipal, Private Requirements (Proposed)
1997	25%	10%	30%	
1998	33%	15%	50%	
1999	50%	25%	70%	
2000	75%	50%	90%	20%
2001	75%	75%	90%	20%

NOTE: The above data depicts the percentage of qualifying new vehicles purchased that must use alternative fuel.

Department of Energy

State Government Advisory (dtd. March 13, 1996)

In response to public comments and consistent with the Act, the principal modifications to the proposed rule published Feb. 28, 1995, include.

*Delaying for one year, until Model Year 1997 (September 1, 1996), the start date of the statutory Alternative Fuel Vehicle acquisition schedule.

* A 12-month period to allow a state time to apply for and obtain approval of an Alternative State Plan for state fleets.

*Allocation of credits to state government fleets and covered fuel providers for newly acquired medium and heavy duty alternative fueled vehicles if their acquisition requirements are exceeded.

Appendix L: Alternative Fuel Vehicles Agency Purchase Requirements, Model Year 2000

State Agencies	Affected New Buys MY1997	Affected New Buys MY1998	Affected New Buys MY1999	Average Affected Vehicle Buy (Percentage)	Projected* Net AFV Purchase Requirement MY2000 (50%)
Adjutant General	1	1		0.0886%	1
Adjutant General Emergency Preparedness				0.0000%	0
Agriculture Department	6	2	1	0.4038%	2
Alcohol and Other Drug Abuse Services				0.0000%	0
Archives and History	1	1	2	0.1772%	1
Arts Commission				0.0000%	0
Attorney General				0.0000%	0
B&CB Advisory Committee on Intergovt. Relations				0.0000%	0
B&CB Internal Operations (IO)				0.0000%	0
B&CB Local Government				0.0000%	0
B&CB Office of Human Resources				0.0000%	0
B&CB Office of Executive Management	4	5	9	0.7961%	3
B&CB Office of General Services - State Fleet	266	302	340	40.1729%	152
B&CB Office of Information Resources				0.0000%	0
B&CB Research and Statistics	2		2	0.1799%	1
B&CB Retirement Systems				0.0000%	0
Babcock Center				0.0000%	0
Blind Commission		3		0.1289%	1
CCIC				0.0000%	0
Central Midlands Council of Governments				0.0000%	0
Civil Air Patrol				0.0000%	0
Commerce Dept - Aeronautics			3	0.1330%	1
Commerce Dept - Administration				0.0000%	0
Comptroller				0.0000%	0
Consumer Affairs				0.0000%	0
Corrections	72	46	8	5.6137%	22
Deaf and Blind School				0.0000%	0
Dept of Health and Environmental Control	53	45	48	6.4774%	25
Department of Transportation	152	159	133	19.6564%	75
Education Department				0.0000%	0
Election Commission	1			0.0456%	1
Employment Security Commission			1	0.0443%	1
Ethics Commission				0.0000%	0
Educational Television	1	3	11	0.6621%	3
Forestry Commission	5	7	6	0.7946%	3
Governor's School of the Arts				0.0000%	0
Governor's School of Science and Math				0.0000%	0
Governor's Office				0.0000%	0
Health and Human Services	31	1		1.4565%	6
Higher Education Commission				0.0000%	0
Housing Authority				0.0000%	0
Human Affairs				0.0000%	0
Insurance Department				0.0000%	0
John De La Howe School	2	1		0.1342%	1

Appendix L: Alternative Fuel Vehicles Agency Purchase Requirements, Model Year 2000

State Agencies	Affected New Buys MY1997	Affected New Buys MY1998	Affected New Buys MY1999	Average Affected Vehicle Buy (Percentage)	Projected* Net AFV Purchase Requirement MY2000 (50%)
Juvenile Justice	3	49		2.2416%	9
Labor, Licensing and Regulation				0.0000%	0
Library, State	2			0.0912%	1
Mental Health Department	30	50	26	4.6682%	18
Minority Affairs				0.0000%	0
Museum Commission				0.0000%	0
Natural Resources	2	3	3	0.3530%	2
Opportunity School (Wil Lou Gray)			3	0.1330%	1
Patriots Point				0.0000%	0
Probation, Parole and Pardon				0.0000%	0
Parks, Recreation and Tourism		17	26	1.8827%	8
Public Safety	2	5	2	0.3946%	2
Public Service Commission				0.0000%	0
Revenue				0.0000%	0
State Treasurer				0.0000%	0
Disabilities and Special Needs Central Office	10	9	10	1.2859%	5
DDSN Coastal Center				0.0000%	0
DDSN Midlands Center				0.0000%	0
DDSN Pee Dee Center				0.0000%	0
DDSN Whitten Center				0.0000%	0
Sea Grant Consortium				0.0000%	0
Second Injury Fund				0.0000%	0
Secretary of State				0.0000%	0
State Law Enforcement Division				0.0000%	0
Social Services				0.0000%	0
Springdale Race Course				0.0000%	0
State Accident Fund				0.0000%	0
Tech Trident Technical College				0.0000%	0
Technical - Comprehensive Education Board	1		1	0.0899%	1
Tech - Denmark Technical College				0.0000%	0
Tech - Florence-Darlington Technical College				0.0000%	0
Tech - Greenville Technical College				0.0000%	0
Tech - Low Country Technical College				0.0000%	0
Tech - Spartanburg Technical College				0.0000%	0
Tech - Orangeburg Technical College				0.0000%	0
Tech - Williamsburg Technical College				0.0000%	0
Citadel	2		3	0.2242%	1
Clemson University	47	35	55	6.0846%	23
Coastal Carolina University			3	0.1330%	1
College of Charleston	1	3	3	0.3074%	2
Francis Marion University				0.0000%	0
Lander University				0.0000%	0
Medical University of South Carolina	7	3	2	0.5367%	3
South Carolina State University		2	5	0.3075%	2

Appendix L: Alternative Fuel Vehicles Agency Purchase Requirements, Model Year 2000

State Agencies	Affected New Buys MY1997	Affected New Buys MY1998	Affected New Buys MY1999	Average Affected Vehicle Buy (Percentage)	Projected* Net AFV Purchase Requirement MY2000 (50%)
Winthrop University	1		7	0.3559%	2
University of South Carolina	23	24	33	3.5425%	14
Vocational Rehabilitation	3		6	0.4028%	2
Workers' Compensation Commission				0.0000%	0
STATE TOTALS	731	776	752	100.00%	396

Average Affected Vehicle Buys Model year 97 - 99 **753**

* Per EPA Act 92 purchases are rounded to the next highest whole number.

Appendix M: State of South Carolina Vehicle Utilization Criteria

The following utilization criteria are established for the categories of vehicles indicated.

SPECIAL PURPOSE VEHICLES

Definition: Special purpose vehicles are those designed or adapted for specialized use other than providing transportation for personnel, supplies, or equipment. Such vehicles have limited or no capacity for practical utilization in a general-purpose role. Includes marked and unmarked police vehicles; fire, ambulance and emergency vehicles; utility maintenance trucks, refuse trucks, and similar vehicles with specialized engine or mounted equipment designed for specified task accomplishment.

Utilization Criteria: No specific utilization criteria are set for special purpose vehicles. Instead, the need for these vehicles will be determined on a case-by-case basis, taking into consideration such factors as the purpose of the vehicle, the organization's mission, and statutory requirements for such vehicles.

GENERAL PURPOSE VEHICLES

Definition: General purpose vehicles are vehicles designed for normal commercial or private ownership and use in transporting personnel and cargo.

Utilization Criteria: The following utilization criteria are established for general purpose vehicles of 10,000 pounds Gross Vehicle Weight Rating (GVWR) or less:

Vehicles Within Their Life Cycle: (As defined by State Fleet Management in the *State Motor Vehicle Management Manual* - extract attached). In order for these vehicles to be considered

efficiently utilized, records must indicate that they satisfy either a minimum “mileage” utilization criteria or a minimum “frequency of use” criteria.

Mileage Utilization Criteria: Whenever a vehicle is reviewed to determine if it meets the mileage utilization criteria, the reviewer should examine the utilization of that vehicle over its entire life, up to the date of the review. This criteria is determined by dividing the expected lifetime mileage of a particular class of vehicle by the expected lifetime *maximum* age of that class (in months) (Appendix K - *Motor Vehicle Management Manual* - attached), then multiplying the result by the number of months the vehicle has been in service.

Example: A compact sedan which has been in service thirty-two months is reviewed for utilization. At the time of the review, the sedan has accrued 24,000 miles.

$75,000 \text{ miles} / 72 \text{ months} = 1042 \times 32 \text{ months} = 33,344$

During its time in service, the sedan should have accrued 33,344 miles; therefore, it *does not meet* the minimum mileage utilization criteria.

Frequency of Use Criteria: For all classes of vehicles, the vehicle must have been used an average of 75% of the State workdays during the twelve calendar months preceding the review.

Example: Same compact sedan, 24,000 accrued miles, used on 200 days during the last twelve calendar months.

$260 \text{ annual workdays} \times .75 = 190 \text{ days}$

Vehicle *meets* minimum “frequency of use” criteria.

Vehicles Beyond Their Expected Life Cycle: The retention of vehicles beyond their recommended life (in age or mileage) is discouraged, since these vehicles will inevitably lead to increased fleet maintenance costs. It is recognized, however, that some agencies’ budget constraints necessitate retention of older vehicles. Therefore, those vehicles must meet *either* of the following utilization criteria:

Frequency of Use Criteria: The vehicle must have been used an average of 50% of the State workdays during the last twelve calendar months preceding review.

Cost Benefit Criteria: The total current cost per mile (CPM) of retaining and operating the vehicle must not exceed the total average CPM of the same class of “within life cycle” vehicles. In the event it is necessary to repair these vehicles, the Economic Repair Criteria established by State Fleet Management applies, and agencies should follow the current announced procedures for using that criteria. The following types of vehicles are exempted from these utilization criteria:

- Special purpose vehicles (see preceding definition)
- Vehicles of more than 10,000 pounds GVWR.
- Vehicles assigned to law enforcement Officers
- Vehicles assigned to statewide elected State officials.
- Vehicles assigned to agency heads.
- Vehicles assigned to employees for emergency response purposes.

Exception: Agencies having vehicles which do not meet the utilization criteria established above may submit justification, by letter, to SFM, for retention of these vehicles. This justification should be sufficiently detailed to allow SFM to make an informed decision concerning the agency’s need for the vehicle.

Appendix N: SCEMIS Users as of 30 June 2000

Agency	no. of users
Agriculture	3
Blind Commission	2
Budget and Control Board, State Fleet Management	42
Budget and Control Board, Surplus Property	8
Clemson University	2
Coastal Carolina University	5
Commerce	5
Corrections	32
DHEC	9
Disabilities and Special Needs	11
Educational Television	8
Employment Security Commission	2
Forestry	3
Francis Marion University	2
Health and Human Services	5
Juvenile Justice	2
Labor, Licensing and Regulation	6
Medical University of South Carolina	2
Mental Health	15
Museum Commission	2
Natural Resources	2
Probation, Parole and Pardon	1
Public Safety	19
Social Services	2
State Law Enforcement Division	9
Transportation	3
University of South Carolina	1
Total Authorized Users	203